Microsoft Money 2006 User's Guide

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Chapter 12: Managing and Tracking Your Investments

401(k) and 403(b) accounts

One of the easiest financial management activities you can do with Money is track your retirement account by using the 401(k) Manager. Because of the special tax protection of a 401(k) account, you do not have to enter or track detailed transaction information; you only enter the quantity and the current price. And Money can automatically calculate the quantity for you by comparing it to your quarterly statements. Plus, within the 401(k) Manager there are links to 401(k) tips, comparing mutual funds, step-by step guides, and retirement planning research.

To create a 401(k) or 403(b) account:

1. Click **Investing**.
2. Click **Investing Tools**, and click **401(k) Manager**.
3. If this is your first time using the 401(k) Manager, click **Create a new account**. If you have previously run the 401(k) Manager, click **Create a new 401(k) or 403 (b) account** in the left pane.
4. Follow the instructions on the screen to enter your retirement account information.

When you receive statements from your retirement account:

1. Click **Investing**.
2. Click **Investing Tools**, and click **401(k) Manager**.
3. In the **Choose account** box, select the account you want to update.
4. Click **Update this account** in the left pane.
5. In the **Update your 401(k) or 403(b) account** page, enter the date from the paper statement and the total ending balance for the account. On the bottom half of the screen, update each investment's quantity, price and market value.
6. Click **Next**.

Money automatically enters the appropriate purchase and sale transactions to your retirement account based on the information from your statement. Follow this simple procedure each time you receive a statement in the mail so that Money always has your up-to-date retirement account information.

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Chapter 5: Getting Started with Accounts, Bills, and Paychecks

Changing account details

When you set up an account using the process described on the previous page, or as described in Chapter 2, Money records many details like the name, account number, opening balance, interest rate, and financial institution. If you want to change or update the information at any time, or add additional information, you can do so in the Account list.

1. Click **Banking**, and then click the account you want to change.
2. Under **Other tasks**, click **Change account settings**.
3. Make your changes, and then click **Done**.

Depending on the type of account you are working with, Money will display a list of fields that you can modify. There are also fields where you can store contact information, enter your own comments, or create an abbreviation for the account to save you the trouble of typing the entire account name.

Tip
Money can store the contact information for each of your accounts. This is an excellent place to keep your contact numbers for your bank accounts if your bank cards or checkbooks are ever lost or stolen. To access this information later, follow the steps above.

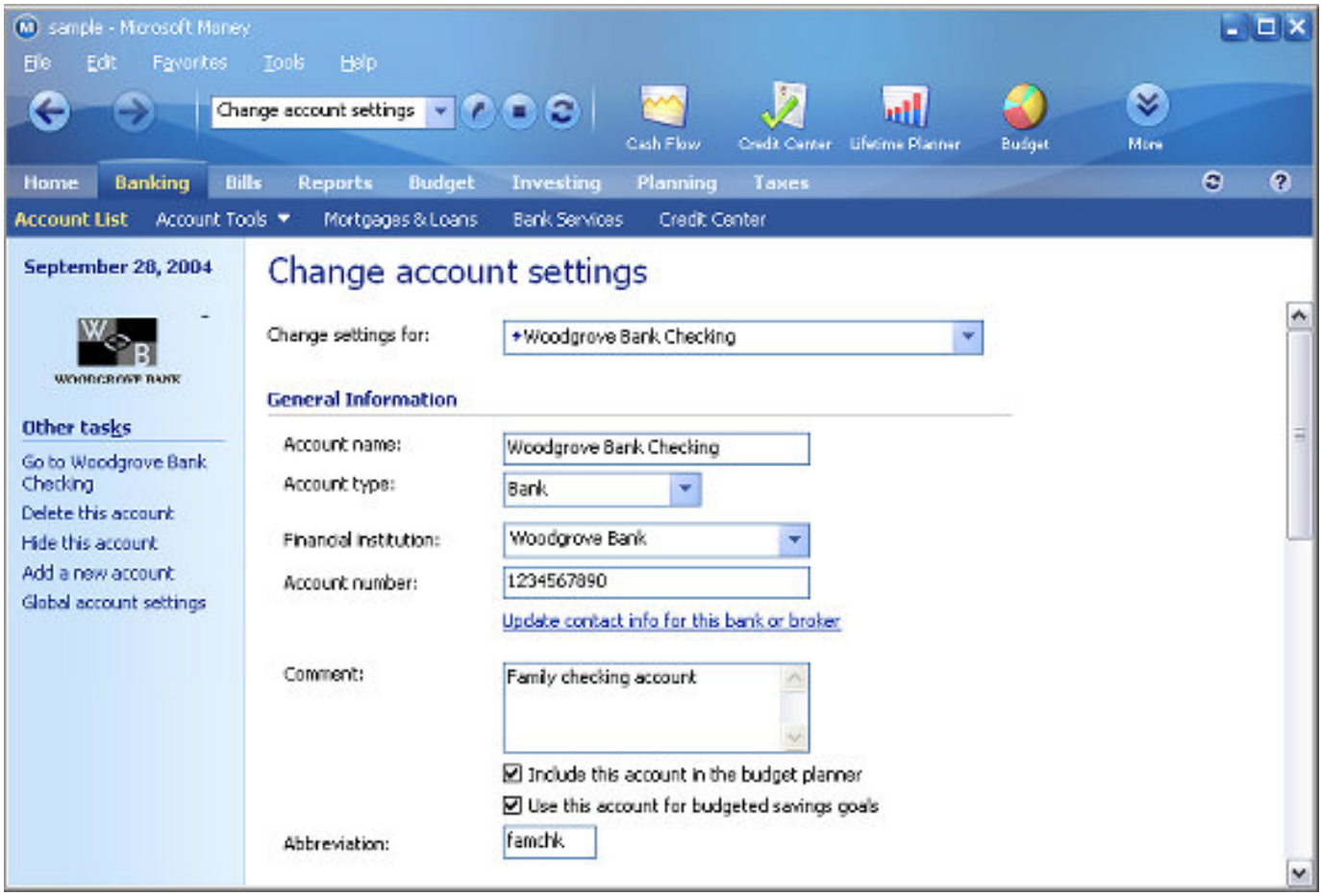
sample - Microsoft Money
File Edit Favorites Tools Help
Change account settings
Cash Flow
Credit Center
Lifetime Planner
Budget
More
Home Banking Bills Reports Budget Investing Planning Taxes
Account List Account Tools Mortgages & Loans Bank Services Credit Center
September 28, 2004
Other tasks
Go to Woodgrove Bank Checking
Delete this account
Hide this account
Add a new account
Global account settings
Change account settings
Change settings for: Woodgrove Bank Checking
General Information
Account name: Woodgrove Bank Checking
Account type: Bank
Financial institution: Woodgrove Bank
Account number: 1234567890
Update contact info for this bank or broker
Comment: Family checking account
Include this account in the budget planner
Use this account for budgeted savings goals
Abbreviation: famchk

Figure 5-2: Updating account details in Money

Closing an account

Closing an account in Money is different than deleting an account. A closed account is no longer used in reports, nor is it available for day-to-day use. However, the information is still retained for tax and record-keeping purposes so that you can access it if you need to.

Important
To view a closed account:

1. On the **Tools** menu, click **Settings**.
2. Click **Account settings (global)**.
3. Click **Close or Show Accounts**, and then clear the check box next to the account you want to display.
4. Click **Done**. The account will now be active in the Account list and reappear in your reports.

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Chapter 6: Managing Your Accounts

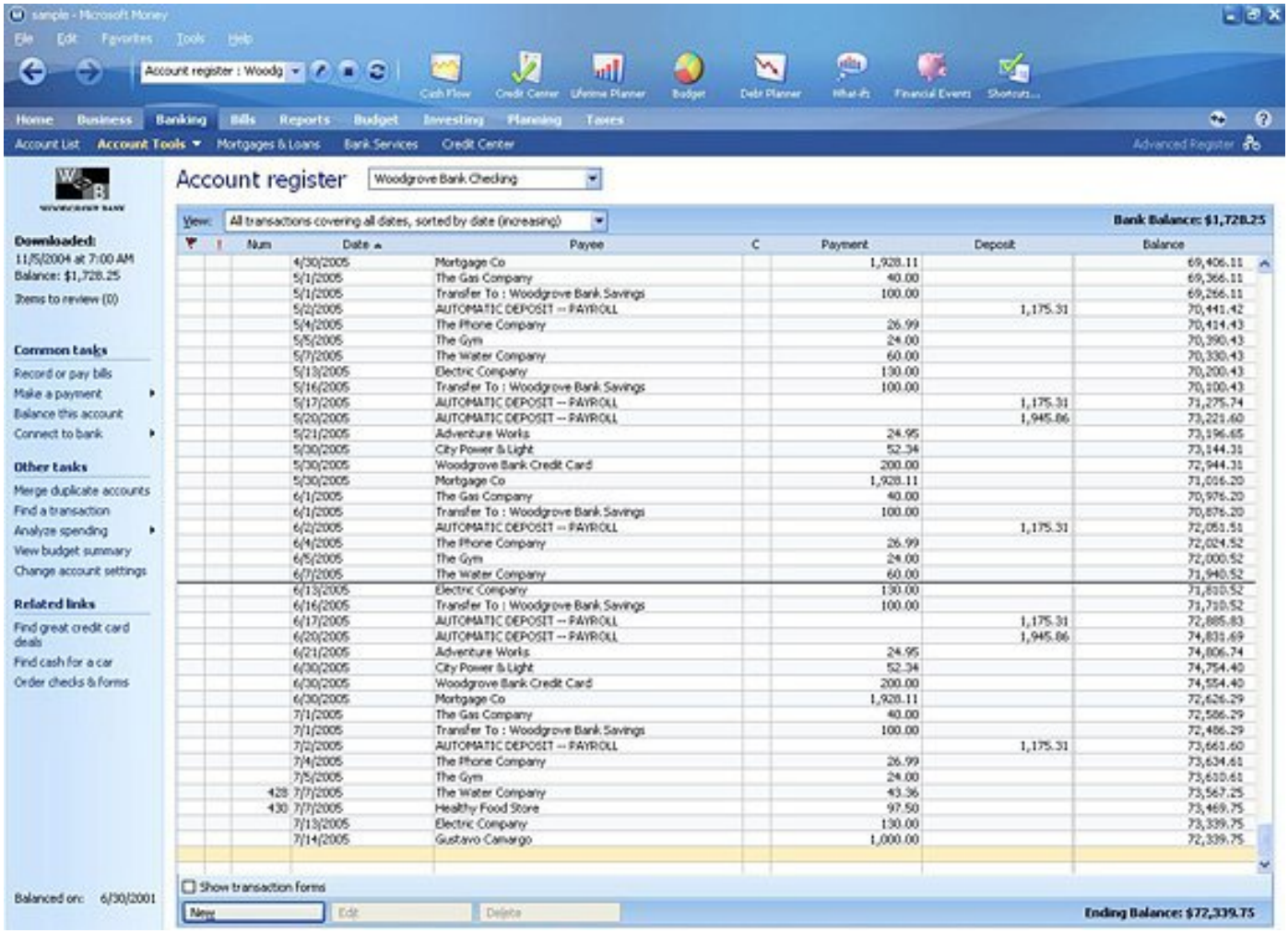
As you track your spending, pay bills, and balance bank accounts, consider Money 2006 to be your daily financial companion, easily keeping track of all the details. Money can even track your spending habits to provide reports to help you understand your expenses.

Using the account register

The Money account register automatically updates when your online banking account updates, and it contains a list of the transactions for each account. To view the account register, click **Banking**, and then click the name of the account you want to work with.

Tip

To quickly switch from one account to another, click on the down arrow next to the account name and select another account.


sample - Microsoft Money
File Edit Favorites Tools Help
Account register : Woodg
Cash Flow
Credit Center
Lifetime Planner
Budget
Debt Planner
What-If
Financial Events
Shortcuts...
Home Business Banking Bills Reports Budget Investing Planning Taxes
Account List Account Tools Mortgages & Loans Bank Services Credit Center
Advanced Register
Account register
Woodgrove Bank Checking
Downloaded:
11/5/2004 at 7:00 AM
Balance: $1,728.25
Items to review (0)
Common tasks
Record or pay bills
Make a payment
Balance this account
Connect to bank
Other tasks
Merge duplicate accounts
Find a transaction
Analyze spending
View budget summary
Change account settings
Related links
Find great credit card deals
Find cash for a car
Order checks & forms
Balanced on: 6/30/2001
View: All transactions covering all dates, sorted by date (increasing)
Bank Balance: $1,728.25
Num Date Payee C Payment Deposit Balance
4/30/2005 Mortgage Co 1,928.11 69,406.11
5/1/2005 The Gas Company 40.00 69,366.11
5/1/2005 Transfer To : Woodgrove Bank Savings 100.00 69,266.11
5/2/2005 AUTOMATIC DEPOSIT -- PAYROLL 1,175.31 70,441.42
5/4/2005 The Phone Company 26.99 70,414.43
5/5/2005 The Gym 24.00 70,390.43
5/7/2005 The Water Company 60.00 70,330.43
5/13/2005 Electric Company 130.00 70,200.43
5/16/2005 Transfer To : Woodgrove Bank Savings 100.00 70,100.43
5/17/2005 AUTOMATIC DEPOSIT -- PAYROLL 1,175.31 71,275.74
5/20/2005 AUTOMATIC DEPOSIT -- PAYROLL 1,945.86 73,221.60
5/21/2005 Adventure Works 24.95 73,196.65
5/30/2005 City Power & Light 52.34 73,144.31
5/30/2005 Woodgrove Bank Credit Card 200.00 72,944.31
5/30/2005 Mortgage Co 1,928.11 71,016.20
6/1/2005 The Gas Company 40.00 70,976.20
6/1/2005 Transfer To : Woodgrove Bank Savings 100.00 70,876.20
6/2/2005 AUTOMATIC DEPOSIT -- PAYROLL 1,175.31 72,051.51
6/4/2005 The Phone Company 26.99 72,024.52
6/5/2005 The Gym 24.00 72,000.52
6/7/2005 The Water Company 60.00 71,940.52
6/13/2005 Electric Company 130.00 71,810.52
6/16/2005 Transfer To : Woodgrove Bank Savings 100.00 71,710.52
6/17/2005 AUTOMATIC DEPOSIT -- PAYROLL 1,175.31 72,885.83
6/20/2005 AUTOMATIC DEPOSIT -- PAYROLL 1,945.86 74,831.69
6/21/2005 Adventure Works 24.95 74,806.74
6/30/2005 City Power & Light 52.34 74,754.40
6/30/2005 Woodgrove Bank Credit Card 200.00 74,554.40
6/30/2005 Mortgage Co 1,928.11 72,626.29
7/1/2005 The Gas Company 40.00 72,586.29
7/1/2005 Transfer To : Woodgrove Bank Savings 100.00 72,486.29
7/2/2005 AUTOMATIC DEPOSIT -- PAYROLL 1,175.31 73,661.60
7/4/2005 The Phone Company 26.99 73,634.61
7/5/2005 The Gym 24.00 73,610.61
428 7/7/2005 The Water Company 43.36 73,567.25
430 7/7/2005 Healthy Food Store 97.50 73,469.75
7/13/2005 Electric Company 130.00 73,339.75
7/14/2005 Gustavo Camargo 1,000.00 72,339.75
Show transaction forms
New
Edit
Delete
Ending Balance: $72,339.75
Figure 6-1: Account register

Based on the way you like to handle your finances, you can view the account register in two ways: the Essential Account Register and the Advanced Account Register. These account registers are described in greater detail on the following page.

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Chapter 6: Managing Your Accounts

Essential and Advanced Account Registers

Money 2006 offers two ways to look at an account: the Essential or the Advanced Account Register.

Icon

To determine whether an account is using the Advanced or Essential Register, look in the top right of your account register. You'll see a label indicating Advanced Register or Essential Register.

About the Essential Account Register

The Essential Account Register gives you everything you need to know about your current account balances and transactions, quickly and easily, without tedious data entry. Use the Essential Register for accounts that you expect to update online, instead of updating by entering transactions one by one.

The Essential Register lets you:

- **See transactions and balances at a glance.** Your most important information—how much you have in your account, and which transactions have cleared—is easy to find, without extra details or clutter.
- **Rely on Money to do the work for you.** Online updates give you the most recent information from your bank or brokerage—no typing required!
- **Keep an eye on your spending.** Money automatically categorizes your transactions into broad spending areas and adjusts those categories based on what you've chosen in the past. You can also add or change categories.
- **Keep track of transactions that haven't cleared your bank.** If you want to see how a large check will affect your bank balance, you can add it to your account register. Money shows you the current balance that your bank is reporting, as well as an adjusted balance that takes your check into account.

About the Advanced Account Register

The Advanced Account Register is designed for people who enjoy spending time updating and analyzing their finances, and who like to invest effort in tracking the precise details of their financial situation. The detailed information tracked in the Advanced Register is typically used for very thorough budgeting, long-term planning, and tax analysis. The easiest way to keep the Advanced Register up to date is to use online updates from your

bank or brokerage. Money will automatically categorize the transactions if it recognizes the payee. You can then add the detailed information you care about. You can also update your accounts by typing in transactions. The Advanced Register includes the following advanced features:

- **Subcategories.** Divide categories into smaller units so that you can track spending at very detailed levels and aggregate the details. An example is breaking out car expenses into gasoline, maintenance, and parking.
- **Detailed manual entry of transactions.** Add detailed information on transactions that haven't cleared your bank.
- **Support for offline accounts.** Type all transactions instead of receiving online updates. (You can use online updates in the Advanced Register, but you don't have to.)
- **Transaction memos.** Add notes to each transaction so that you can track additional information not covered in the rest of the transaction.
- **Itemized (split) transactions.** Split a single purchase or deposit amount into amounts for different spending categories.
- **Account balancing.** Compare the transactions you've entered in Money with those that have cleared your bank.
- **Detailed investment tracking.** Track all of your purchases, sales, capital gains distributions, dividend payments, and more.

To switch an account between the Essential and Advanced Registers:

1. Click **Banking**.
2. Click the name of an account.
3. In the left pane, under **Other tasks**, click **Change account settings**.
4. Under Register Detail, click:
   Switch to the Advanced Account Register
   -or-
   Switch to the Essential Account Register
5. Follow the instructions on the screen.

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Chapter 8: Using Microsoft Money with the Internet

Essential Bills and Advanced Bills

Microsoft Money 2006 features two methods of managing your bills. Essential Bills is the streamlined bill scheduling and payment option that most users prefer, while Advanced bills is a more complex, detailed bill management option.

Icon

To determine whether you're using Advanced or Essential Bills, look in the top right of the Bills Summary page. You'll see a label indicating Advanced Bills or Essential Bills.

About Essential Bills

Essential Bills offers all of the tools you need to quickly and efficiently manage your bills. You don't have to spend time tracking bill and account details, so it's easy to pay both your recurring and regular bills.

Essential Bills lets you:

- **Schedule all of your regular bills.** Scheduling bills is simple. You just tell Money who to pay, how much, and how often.
- **Keep track of when your payments are due.** Money keeps track of every bill you schedule so you can see right away when they're due and how they impact your account balance. View all of your scheduled bills in a list on the Bills Summary page or for the entire month on the Bill Calendar.
- **Set up recurring automatic payments.** If you're signed up for bill pay and your bank supports it, you can set up an automatic payment for bills you pay regularly. You specify the amount and the schedule, and Money makes each payment for you automatically.
- **Assign categories to your bills to help with budgeting.** It's easy to make sure each bill is accounted for in your Money budget. You pick an appropriate category, like Utilities, and Money does the rest.
- **View a history of electronic and manual payments.** Quickly confirm that any scheduled payment was made on time.

About Advanced Bills

Advanced Bills offers detailed features for tracking and paying your bills. Although Advanced Bills requires additional setup and management time, it also allows you to exercise more control over your bills and bill payment.

In Advanced Bills, you can:

- **Add recurring deposits, transfers, paychecks, and investments.** You're not limited to tracking just the money you pay out.
- **Edit a single bill occurrence.** Sometimes you need to change just one bill in a series. In Advanced Bills, you can change the payment amount for one bill at a time.
- **Work directly from the Bill Calendar.** The graphical calendar view makes it easy to work with your bills and deposits for an entire month.
- **Make electronic transfers.** Set up automated transfers between any accounts you track in Money.
- **Specify when a bill series will end.** Set up an end date for any recurring payment and then forget about it.
- **Split categories within a single payment.** Specify exactly where every dollar is going to make your Money budget even more accurate.
- **Print checks.** Save time when paying bills. Print multiple checks at once, and use them just as you would personal checks purchased from your bank.
- **Save draft payments to send later.** Missing some bill details? You can save a draft payment and finish it later.

To switch between the Essential Bills and Advanced Bills:

1. On the **Tools** menu, click **Settings**.
2. Click **Bill settings**.
3. Depending on your current setting, choose one of the following:
   Click **Switch to Advanced Bills**, and then click **Use Advanced Bills**.
   -or-
   Click **Switch to Essential Bills**, click **Use Essential Bills**, and then click **Yes**.
4. Click **OK**.

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Chapter 7: Make Money Work Smarter for You

Advisor FYI

Microsoft Money 2006 is always working to evaluate your overall financial situation. Money 2006 can display Advisor FYI® messages that provide insight, suggestions, and guidance about your finances on which you may want to take action.

If you'd like your Advisor FYI alerts to appear on the Money home page:

1. Click **Home**.
2. Click **Customize content or layout**.
3. In the **Add content** list, select each Advisor FYI item that you'd like to include, and then click **Add**.
4. To save your changes and return to the Money home page, click **Done**.

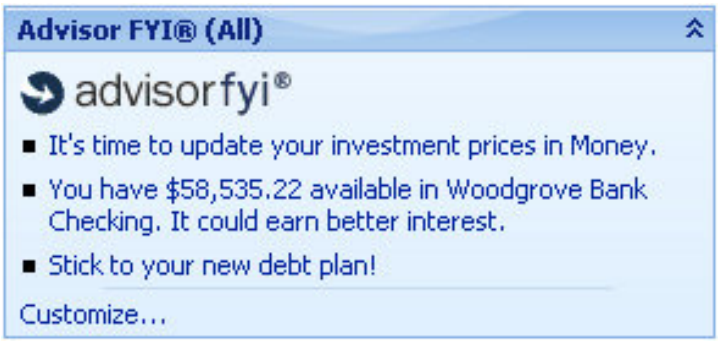
Advisor FYI® (All)
advisorfyi®
It's time to update your investment prices in Money.
You have $58,535.22 available in Woodgrove Bank Checking. It could earn better interest.
Stick to your new debt plan!
Customize...

Figure 7-2: Advisor FYI messages

To review the details of an Advisor FYI message:

1. Click the Advisor FYI message.
2. The **Review the Advisor FYI details** page explains Advisor FYI notifications, and the **Take action** section provides suggestions on how to solve the problem at hand.
3. Alternatively, you can click **Print this Advisor FYI** to create a hard copy of the details, or click **Customize Advisor FYI** to customize the notifications for your personal needs.
4. When you are finished reviewing the details of the Advisor FYI, click **Done**.

Tip
A list of the Advisor FYI messages you have received each month is available in the Monthly Report. For more information, check out the Review your monthly report section of Chapter 13.

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Chapter 7: Make Money Work Smarter for You

Customizing Advisor FYI

In addition to the default notifications, Advisor FYI® can alert you to changes in your stocks, remind you of important dates, warn you if you spend too much in a budget category, and notify you when your account balances reach a specific high or low value.

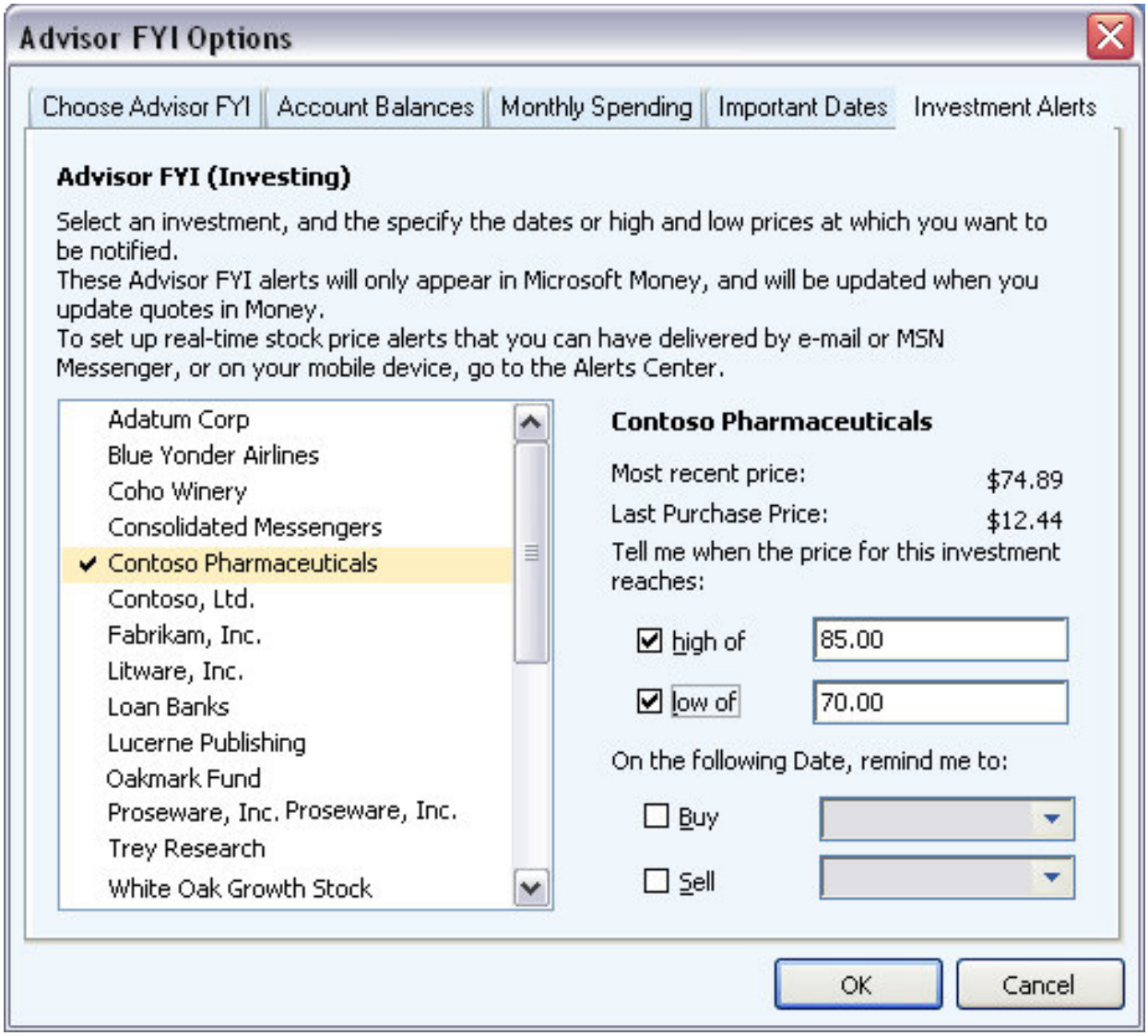
Advisor FYI Options
Choose Advisor FYI
Account Balances
Monthly Spending
Important Dates
Investment Alerts
Advisor FYI (Investing)
Select an investment, and the specify the dates or high and low prices at which you want to be notified.
These Advisor FYI alerts will only appear in Microsoft Money, and will be updated when you update quotes in Money.
To set up real-time stock price alerts that you can have delivered by e-mail or MSN Messenger, or on your mobile device, go to the Alerts Center.
Adatum Corp
Blue Yonder Airlines
Coho Winery
Consolidated Messengers
Contoso Pharmaceuticals
Contoso, Ltd.
Fabrikam, Inc.
Litware, Inc.
Loan Banks
Lucerne Publishing
Oakmark Fund
Proseware, Inc. Proseware, Inc.
Trey Research
White Oak Growth Stock
Contoso Pharmaceuticals
Most recent price: $74.89
Last Purchase Price: $12.44
Tell me when the price for this investment reaches:
high of 85.00
low of 70.00
On the following Date, remind me to:
Buy
Sell
OK
Cancel

Figure 7-3: Customizing Advisor FYI notifications

To modify which Advisor FYI notifications you receive, and on which accounts:

1. On the **Tools** menu, click **Alerts Center**.

2. Select **Customize your Advisor FYI alerts**.
3. Click the appropriate tab, and then customize the information on each tab. These are the tabs you can choose from:
    - **Choose Advisor FYI.** Select check boxes for the broad subjects you would like Advisor FYI to monitor.
    - **Account Balances.** For each account you want to watch, click the account name, select **more than** or **less than**, and then enter the balance that should trigger Advisor FYI.
    - **Monthly Spending.** Select a category or subcategory to monitor, select **Tell me when my monthly spending in this category is**, and then enter a value.
    - **Important Dates.** Select the dates you would like to be reminded of or click **New** to add additional reminders.
    - **Investment Alerts.** Click an investment you want to track, and then select **high of** or **low of** to track and enter the price the stock should hit for Advisor FYI to trigger a notification.
4. When you have finished customizing your Advisor FYI alerts, click **OK**.

You can change your Advisor FYI options as often as you like. Be sure to modify your settings whenever your financial objectives change so that Money can alert you to options that might help you make better financial decisions.

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Chapter 7: Make Money Work Smarter for You

Alerts

MSN® Alerts and Advisor FYI® Alerts help keep you informed about your finances. MSN Alerts are reminders about your accounts and investments, and are delivered to your cell phone, e-mail, or computer desktop. You can receive real-time alerts when accounts meet specific criteria (such as dropping below a preset balance), as shown in Figure 7-1. Advisor FYI gives you financial tips based on the information you enter in Microsoft Money.

Figure 7-1: An Alert sent to a desktop PC

To begin using Alerts:

1. On the **Tools** menu, click **Alerts Center**.
2. Select **Set time zone** to customize where, when, and how you want your MSN Alerts to be delivered.
3. In the left pane, click **Change delivery settings**, **Set device options**, **Set quiet times**, or **Set time zone** to customize where, when, and how you want your MSN Alerts to be delivered.
4. In the main window, click on a link under MSN Alerts or Advisor FYI and the details.
5. Repeat step 4 for each alert you would like to set up.

You can change your alert options as often as you like. Be sure to modify your settings whenever your financial objectives change so that Money can alert you to options that help you make better financial decisions.

Tip
Advisor FYI alerts can be displayed on the Money home page. Click the **Customize content or layout** link on the My Money page, select the Advisor FYI items from the **Add content** list, and then click **Add**.

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Chapter 12: Managing and Tracking Your Investments

Asset Allocation

Many investors may not have their investment portfolio properly balanced with their financial goals. Microsoft Money's asset allocation feature can help you target portions of your portfolio that should be divested from or invested in other more suitable investment products, based on your personal financial objectives.

Special Feature

Asset allocation is only available with the Deluxe, Small Business, and Premium versions of Microsoft Money 2006.

1. Click **Investing**.
2. Click **Investing Tools**, and then click **Asset Allocation**.
3. To review the introduction to asset allocation, click **Learn**.
4. Click **Next**, and Money reviews your current investments and then ask you a few questions to determine your optimal asset allocation. Complete the questions in each section until you reach the **Compare current and target asset allocations** page, as shown in Figure 12-6.

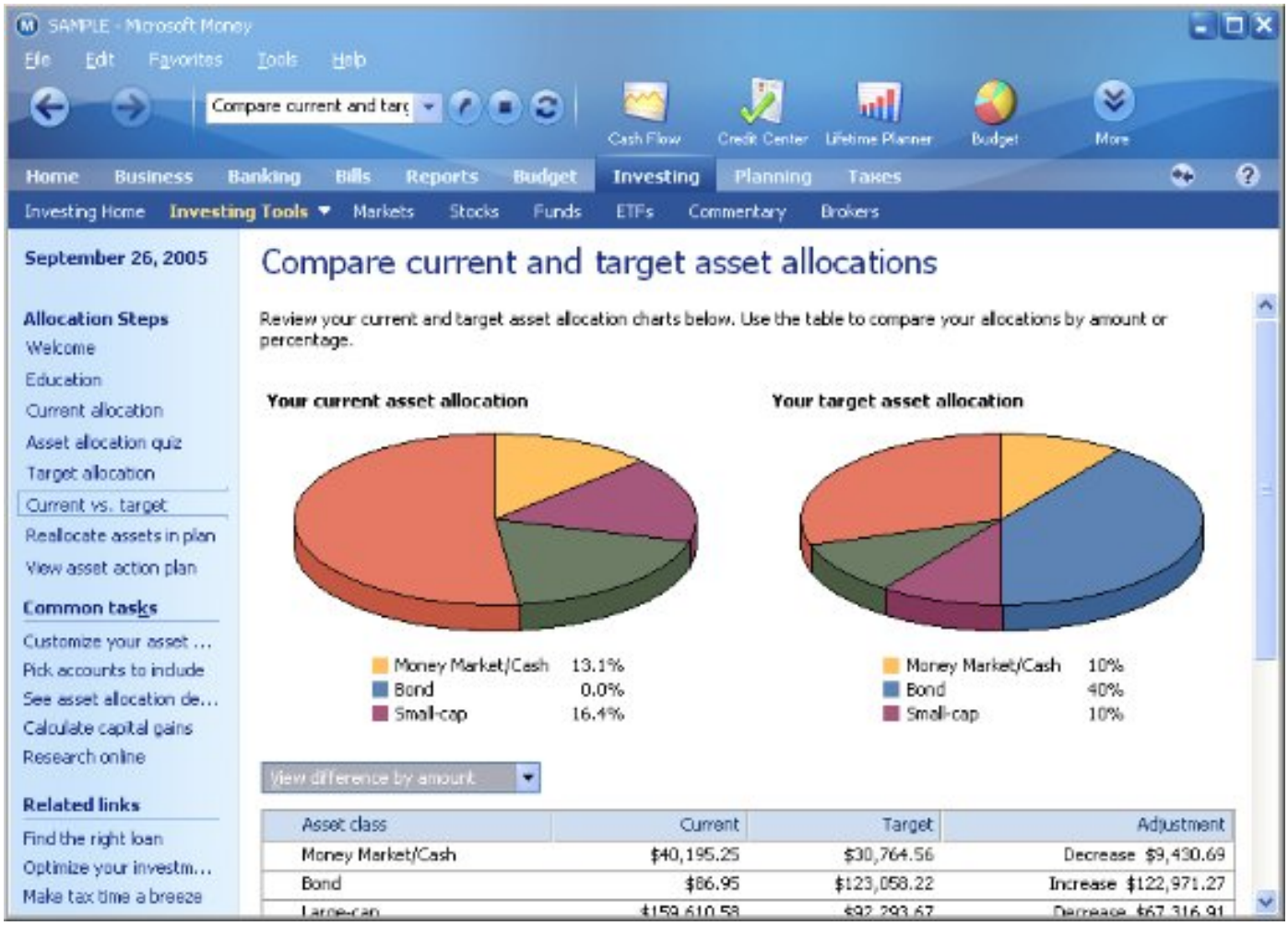

Figure 12-7: Money's comparison of your current and target asset allocations

This page shows you a personalized chart with your current and target asset allocations. As shown at the bottom of Figure 12-7, each asset class is listed with the exact dollar amount you have currently invested, your target, and the monetary adjustment you have to make to reach Money's target allocation.

Click **Next**, and Money gives you steps to create an action plan to accomplish these objectives by transferring money between investments. Once you have finished your action plan, you can print it for personal reference or take it to your investment manager as a guide. Once you have achieved your optimal allocation, you should rerun Money's asset allocation program whenever your long-term financial goals change.

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Chapter 6: Managing Your Accounts

Troubleshoot incorrect account balances

Money 2006 can help in a few different ways if your account doesn't balance successfully. If the value in **The Difference between your statement and register** field is not zero (meaning your account is not properly reconciled), click **Next**. The Balance Wizard then gives you three options:

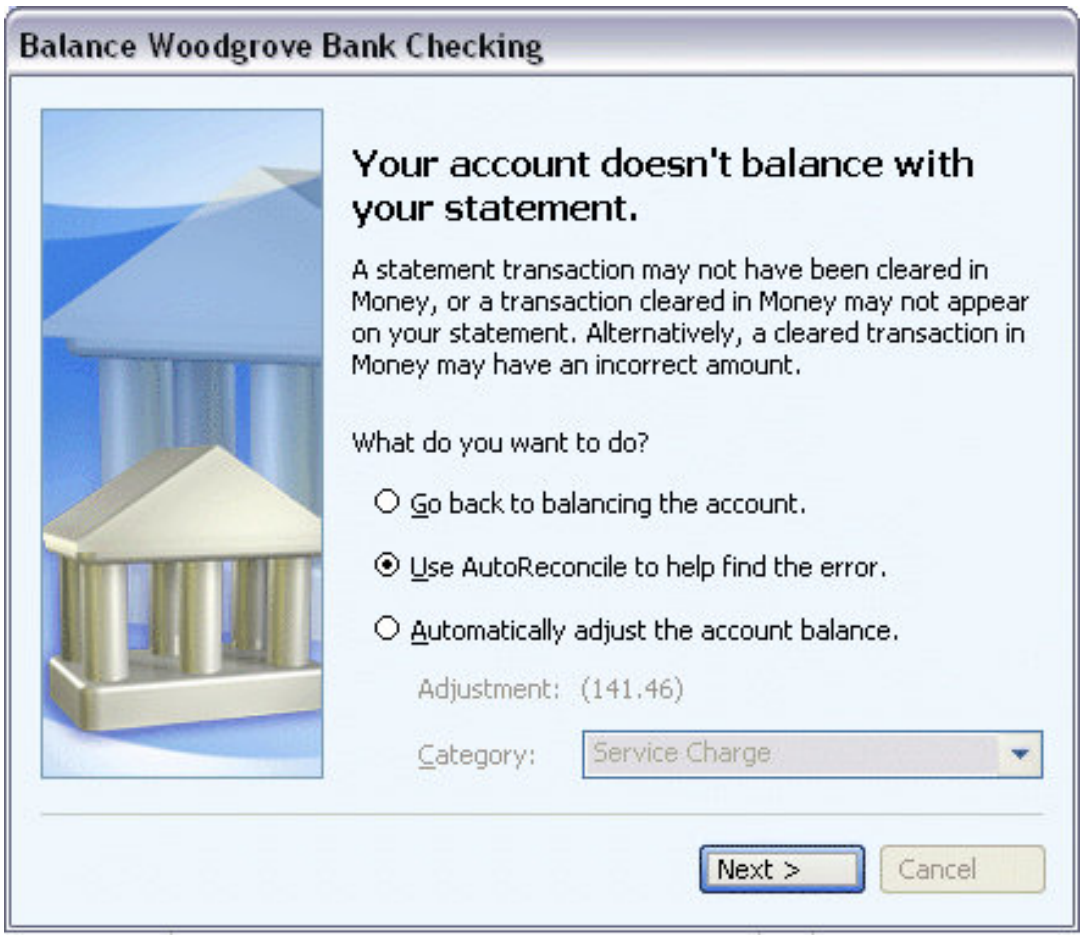
Balance Woodgrove Bank Checking
Your account doesn't balance with your statement.
A statement transaction may not have been cleared in Money, or a transaction cleared in Money may not appear on your statement. Alternatively, a cleared transaction in Money may have an incorrect amount.
What do you want to do?
Go back to balancing the account.
Use AutoReconcile to help find the error.
Automatically adjust the account balance.
Adjustment: (141.46)
Category: Service Charge
Next >
Cancel

Figure 6-6: Options for reconciling an account that is not properly balanced

- **Go back to balancing the account.** Return to the Balance page to double-check the transaction entries against your bank statement.
- **Use AutoReconcile to help find the error.** Money can search through your account register for transactions that would bring the account into balance.
- **Automatically adjust the account balance.** Create a debit or payment to change the account balance to match your bank statement.

AutoReconcile is the best way to solve simple reconciliation problems because Money

presents you with possible options for balancing the account. Transactions are presented to you one-by-one, and you can change the status to cleared or not cleared so that the account balances. AutoReconcile can act as a second set of eyes to help you find those elusive transactions.

For insignificant differences of a few pennies, consider having Money automatically adjust the account balance with a debit or credit to your account. This is a quick and easy way to solve balancing problems that can occur from minor data entry errors. Otherwise, select **Go back to balancing the account** to continue working on reconciling the account.

Repair the Money file

If the balance in your Account list does not match the information in the account register, either the balance in your Account list has not been updated or the register contains a hidden transaction. To resolve this problem, try the following:

1. On the File menu, point to **Repair Money File**, and then click **Quick File Repair**.

   Then, use the Account transactions report to recreate the transaction.

2. Click **Reports**.
3. In the **Income and Expenses** reports list, click **Account Transactions**.
4. In the **Accounts and Date Range** boxes, select the appropriate data.
5. In the report, double-click the transaction that doesn't appear in your account register.
6. In the **Amount** box, type **0.00**, and then click **OK**.
7. Click **Mark the transaction as void**, and then click **OK**.
8. In your account register, edit the voided transaction to show the correct information.

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Chapter 15: Managing Your Money File

Although your Money file requires little in the way of upkeep and maintenance, there are a few steps you should take in order to help protect your financial information.

Backing up your Money file

By default, every time you close Money, the program automatically creates a backup of your working file on your hard disk. It's recommended that you create an additional backup file, just in case something happens to your computer's hard disk. You can store this copy on floppy disks or a CD. The best precaution against such problems is to create a backup of your Money file on a removable disk (as shown in Figure 15-1). When you create a backup file, be sure to store it in a secure location to help protect against unauthorized access to your data by others.

To create a backup file:

1. On the **File** menu, click **Back Up**.
2. Do one of the following:
   - To back up your Money file to a floppy disk, click the arrow in the **Save in** field and select your disk drive (Figure 15-1), and then click **Save**.
   - To save your file to your hard drive, select a location on your computer using the Back Up Your Money File window, and then click **Save**.

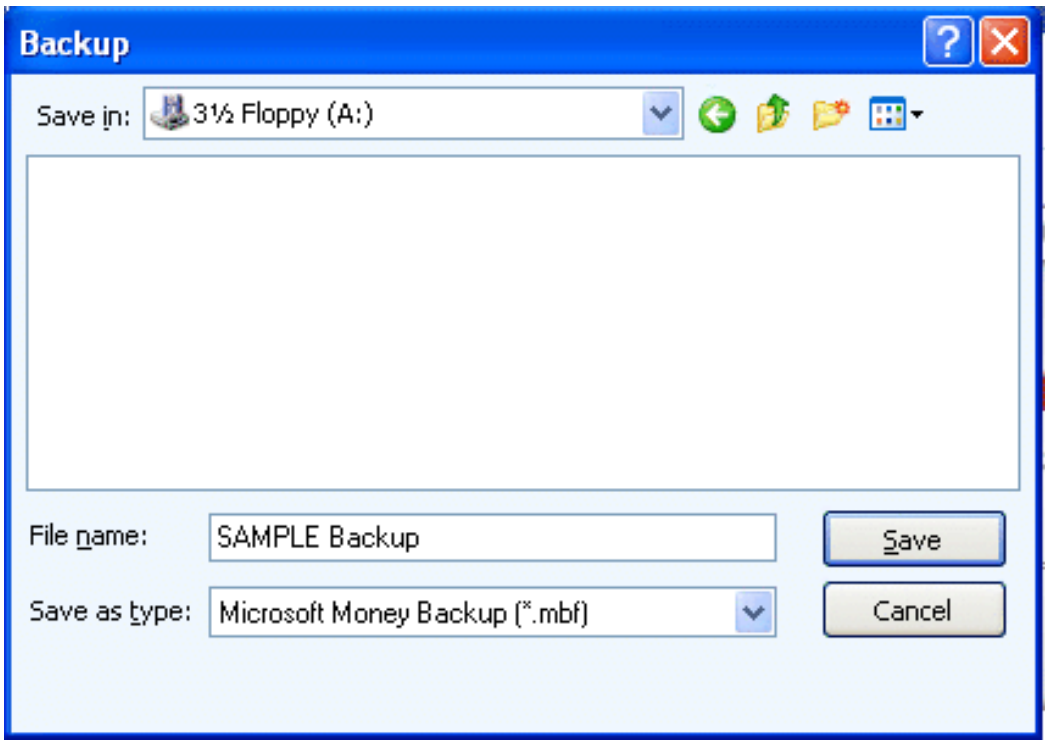

Figure 15-1: Backing up your Money file

The same file name is used on your backup file, but Money adds the word "Sample" before it and changes the extension to .mbf to indicate that it is a compressed backup file. Store the backup file in a safe place away from your computer.

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Chapter 6: Managing Your Accounts

Balancing bank accounts

If you use the Advanced Register and have entered transactions manually in Microsoft Money 2006, you can balance your bank accounts to ensure that the transactions you have entered in Money match those from your bank's records. This is also called *reconciling*.

Tip
If you download statements from your bank, you don't need to balance your accounts! Learn how to set up online banking with your financial institution and Money in Chapter 8.

To balance a bank account, have your account statement handy.

1. Click **Banking**.
2. Click the account you want to balance.
3. In the left pane under **Common Tasks**, click **Balance this account** (or **Balance this credit card account** if you are working with a credit card).
4. In the **Statement date** box, enter the ending date shown on your statement.
5. In the **Ending balance** box, type the amount shown on your account statement. The amount in the **Starting balance** box is the ending balance from the last time the account was balanced.
6. Enter any service charges or interest earned during this balance period, and then click **Next**. If you use online updates, don't include any charges or interest that have already been recorded by an online update.
7. Compare the transactions on your statement with those in your Money account register.
    - For each transaction in the account register that matches one on your statement, click the **C** (cleared) column to mark it as cleared.
    - If a transaction was entered incorrectly in the account register, click the transaction, and then make the correction.
    - If transactions appear on your statement but not in your account register, click **New**, enter the transaction details, and then click the **C** column to mark it as cleared.
8. The left pane shows your cleared account register balance and the bank statement balance. When the difference between these balances is zero, your account is balanced. In the left pane, click **Next**, and then follow the instructions on the screen.

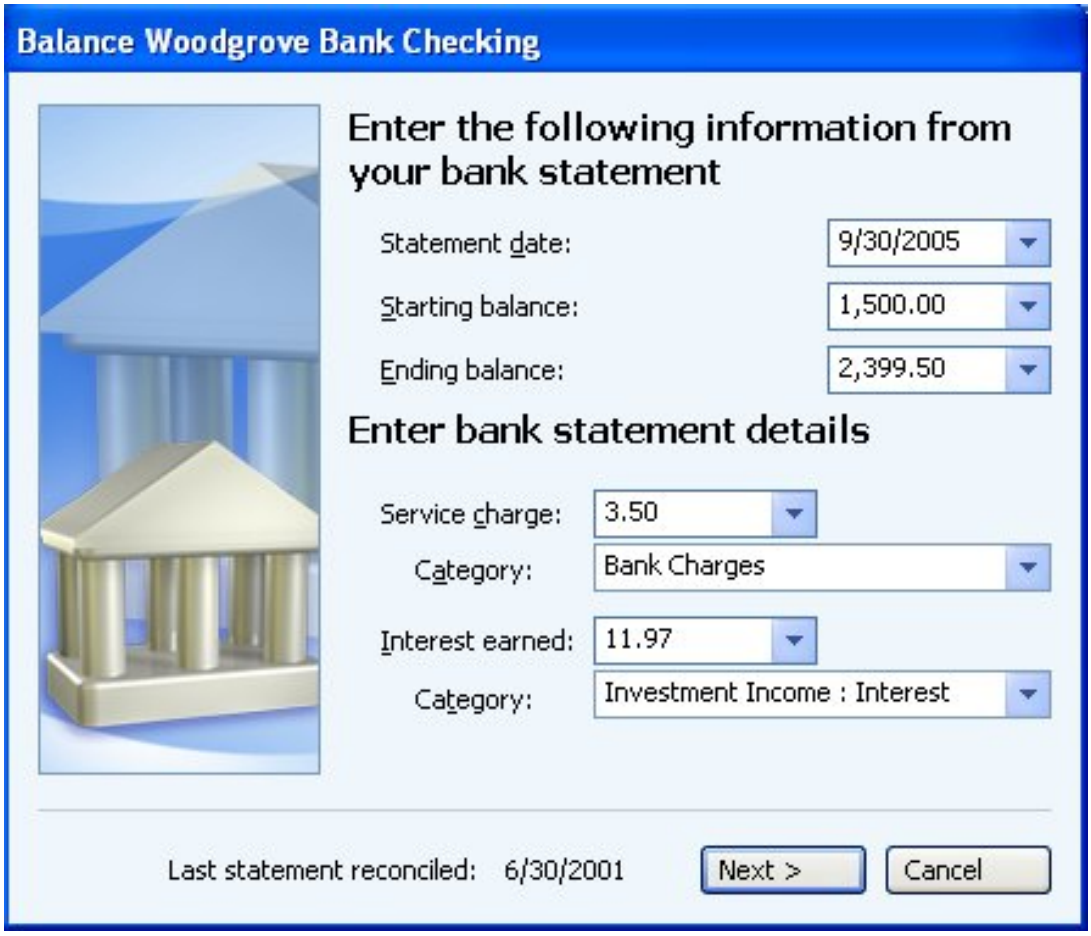

Figure 6-5: Balancing your bank account

Tip

When you update your accounts online, an **E** (for electronic) appears in the **C** (cleared) column. After you balance your account, the **E** changes to an **R** (for reconciled).

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Chapter 8: Using Microsoft Money with the Internet

Bill calendar and history

The bill calendar provides helpful information on upcoming due dates for payments you'll have to make, as well as a quick list of the bills you have already paid.

To display the bill calendar:

- Click **Bills**, and then click **Bill Calendar**.

The calendar displays the bills for the current month. You can move to the next or prior month by clicking the right and left arrows at the top of the screen. Double-click any day to display the details of the bills due on that date.

To review recent bills and deposits:

- Click **Bills**, and then click **History**.

You can review your recent bills and deposits on the Review recent bills and deposits. This page shows regularly scheduled bills that you have paid in the last 60 days.

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Chapter 5: Getting Started with Accounts, Bills, and Paychecks

Modifying bills or deposits

If you want to make changes to a recurring bill, you can edit the bill series, which allows you to change a bill for all subsequent payments. Or, you can edit a single bill occurrence, which allows you to change any one instance of a bill (for example, if you expect your heating bill in January to be significantly higher or if the due date changes because of a holiday).

1. Click **Bills**.
2. Click the bill you wish to modify.
3. Click **Edit**, and then select **Edit bill series** or **Edit a single bill occurrence**.
4. Make the changes to the bill.
5. To save your changes, click **OK**.

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Chapter 5: Getting Started with Accounts, Bills, and Paychecks

Setting up bills and deposits

When you enter your bills and deposits in Money, it allows Money to better calculate your cash flow, helps you to maintain your budget, and allows you to manage your finances better by alerting you of overdue bills or upcoming potential negative bank balances.

Entering information on a recurring bill

Setting up a recurring bill only takes a few moments, and it makes paying bills much easier.

1. Click **Bills**.

   If this is your first time setting up a bill, the **Welcome to Bills** page will appear.

2. To enter all of your bills, click **Bill Calendar**.

- or -

1. Click **Bills**.
2. Click **New**, and then click **Bill**.
3. On the **Create a recurring bill** page, enter the required information about the bill you want to schedule.
4. Click **OK**. The new bill will appear on the **Bills summary** page.

Tip
If you have already entered a payment in your account register and you want to make it a recurring bill, right-click the item, and then click **Make Recurring**. Check to make sure the information is correct, and then click **OK**.

If a bill is always for the same amount and is set up to be automatically paid by an electronic debit from your account, you can select **Automatically enter transaction into my register the following number of days before the payment due date** when setting up the bill. Money will automatically enter the debit every time it occurs. This is particularly helpful for car and house loan payments, and when you have established an automatic payment plan with your loan company.

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Chapter 7: Make Money Work Smarter for You

Establishing a budget

To track your daily budgeting expenses, create an Essential Budget. In the Essential Budget, you can track all of your monthly expenses, or you can track only spending in a few categories (for example, how much you spend on clothes or dining out).

To set up a budget with more detail and long-term planning capability, create an Advanced Budget. In the Advanced Budget, you can sort expenses into categories and subcategories, and track irregular expenses.

If you are upgrading from a previous version of Microsoft Money, you can continue to use your upgraded (Advanced) budget or create a new (Essential) budget.

Important
If your budget tracks spending in the Spending Tracker only and you decide you want to track all of your expenses, you can change this at any time on **Budget summary** page.

To create a new Essential Budget:

1. Click **Budget**, and then click **Next**.
2. Select the budget's level of detail, and then follow the instructions on the screen.

To create a new Advanced Budget:

1. On the main menu, click **Budget**, and then click **Next**.
   -or-
   If you want to use a budget from a previous version of Money, choose whether to open it as an Advanced or Essential Budget. If you choose **Advanced**, your budget opens with the current information.
2. Select the budget's level of detail, and then follow the instructions on the screen.
3. On the **Budget summary** page, under **Other tasks**, click **Change budget settings**, and then click **Switch from the Essential Budget to the Advanced Budget**.

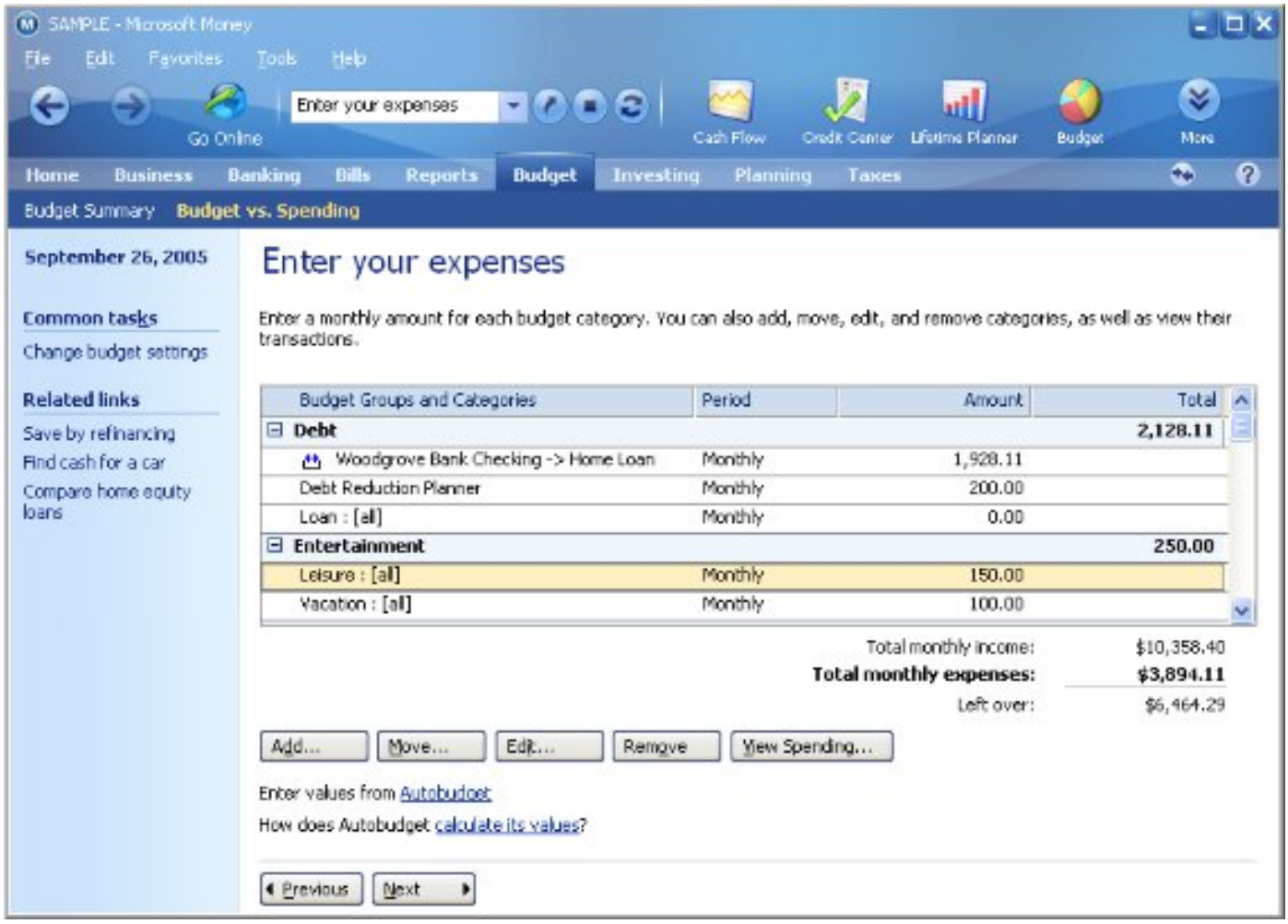
SAMPLE - Microsoft Money
File Edit Favorites Tools Help
Go Online
Enter your expenses
Cash Flow
Credit Center
Lifetime Planner
Budget
More
Home Business Banking Bills Reports Budget Investing Planning Taxes
Budget Summary Budget vs. Spending
September 26, 2005
Common tasks
Change budget settings
Related links
Save by refinancing
Find cash for a car
Compare home equity loans
Enter your expenses
Enter a monthly amount for each budget category. You can also add, move, edit, and remove categories, as well as view their transactions.
Budget Groups and Categories
Period
Amount
Total
Debt 2,128.11
Woodgrove Bank Checking -> Home Loan Monthly 1,928.11
Debt Reduction Planner Monthly 200.00
Loan : [all] Monthly 0.00
Entertainment 250.00
Leisure : [all] Monthly 150.00
Vacation : [all] Monthly 100.00
Total monthly income: $10,358.40
Total monthly expenses: $3,894.11
Left over: $6,464.29
Add... Move... Edit... Remove View Spending...
Enter values from Autobudget
How does Autobudget calculate its values?
Previous Next

Figure 7-4: Entering expense spending limits in the Advanced Budget Planner

If you are using an Advanced Budget but prefer a simpler budget format, you can switch to an Essential Budget. If you switch from an Advanced Budget to an Essential Budget, the following items are removed: one-time expenses, reallocated expenses, custom amounts, savings goals, excluded transactions, transfers, loan payments, and alternate budgets. However, all of the original budget information will be saved as an Advanced Budget that you can open later.

Switch from an Advanced Budget to an Essential Budget:

1. From any page in the budget, under **Other tasks**, click **Change budget settings**.
2. Click **Switch from the Advanced Budget to the Essential Budget**.
3. Click **Use Essential Budget**, and then click **Yes**.

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Chapter 14: Microsoft Money Small Business

Money Small Business is designed to help you manage both your personal and professional finances. In addition to all of the features included in the Premium edition of Money, Microsoft Money Small Business helps you track your receivables, payables, and payroll. It maintains a list of your customers and vendors, manages your inventory, displays your company's cash flow, and automatically categorizes your taxes for your Schedule C.

To open the Business section in Money, click **Business**.

Business Resource Center

Money Small Business includes the Business Resource Center to offer solutions to some of the challenges that affect every small business owner. The Resource Center features tools to enable a broader online presence, enhance customer communication with e-mail newsletters and announcements, and much more.

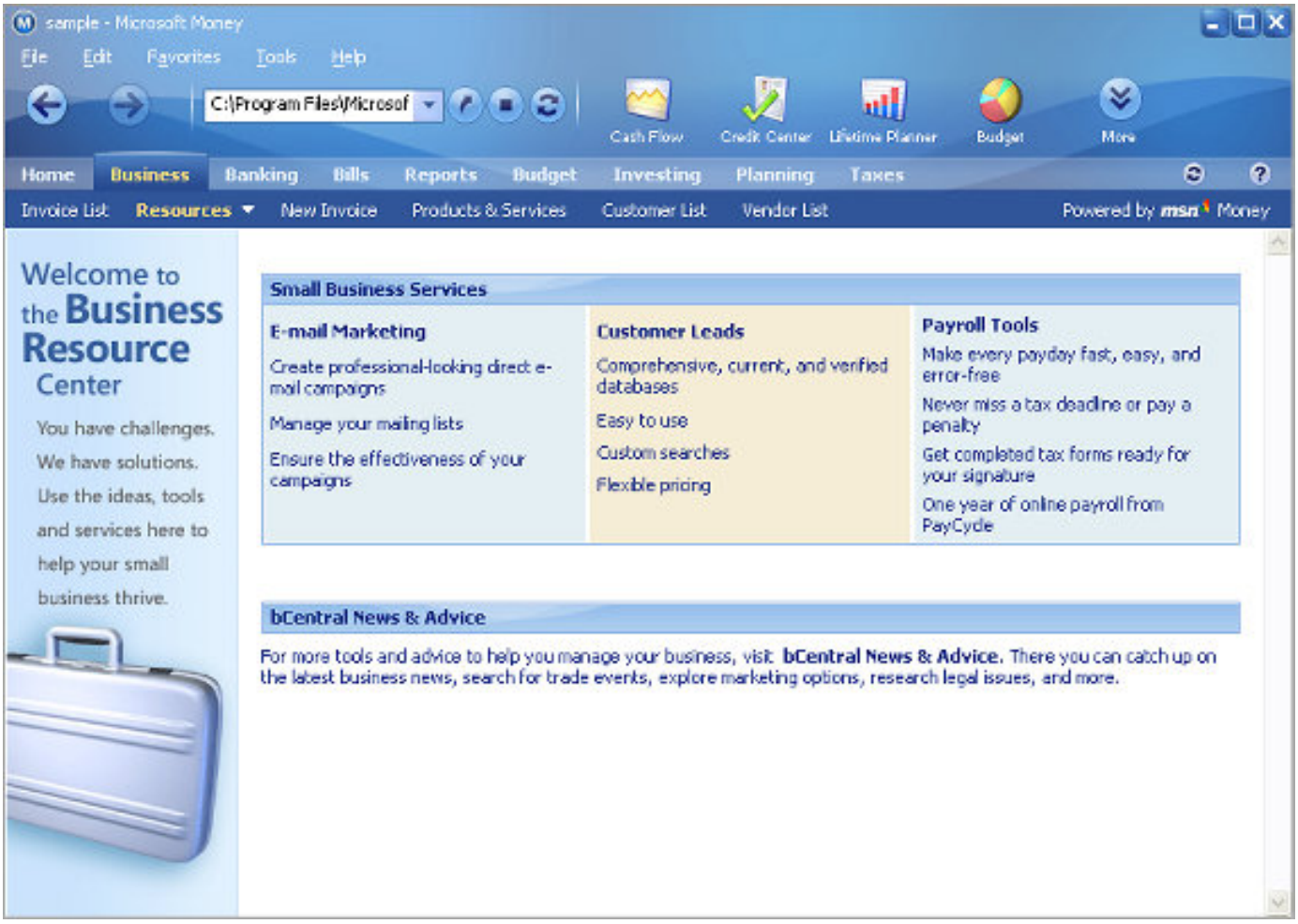
sample - Microsoft Money
File Edit Favorites Tools Help
C:\Program Files\Microsof
Cash Flow
Credit Center
Lifetime Planner
Budget
More
Home Business Banking Bills Reports Budget Investing Planning Taxes
Invoice List Resources New Invoice Products & Services Customer List Vendor List
Powered by msn Money
Welcome to the Business Resource Center
You have challenges. We have solutions. Use the ideas, tools and services here to help your small business thrive.
Small Business Services
E-mail Marketing
Create professional-looking direct e-mail campaigns
Manage your mailing lists
Ensure the effectiveness of your campaigns
Customer Leads
Comprehensive, current, and verified databases
Easy to use
Custom searches
Flexible pricing
Payroll Tools
Make every payday fast, easy, and error-free
Never miss a tax deadline or pay a penalty
Get completed tax forms ready for your signature
One year of online payroll from PayCycle
bCentral News & Advice
For more tools and advice to help you manage your business, visit bCentral News & Advice. There you can catch up on the latest business news, search for trade events, explore marketing options, research legal issues, and more.

Figure 14-1: Business Resource Center

To get to the Resource Center:

1. Click **Business**.
2. On the **Resources** menu, click **Business Resource Center**.
3. To begin using the various features of the Business Resource Center, click a task or enter information into the various features.

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Chapter 9: Take Managing Your Money to New Heights with Free Financial Services

GainsKeeper®

Microsoft Money 2006 has partnered with GainsKeeper to provide a set of advanced tools for managing your tax liabilities associated with investing in stocks. The What-If tool helps to show you the tax impact of a stock purchase or sale before you execute a trade. Other tools help avoid "wash sale" transactions (the sale of a stock at a loss, repurchased within 30 days)—which can increase tax payments.

GainsKeeper can also help identify trades that will reduce your tax bill, and many other money-saving tools. You'll also enjoy the benefit of automatic cost-basis adjustments due to corporate actions such as splits, mergers, and spin-offs. GainsKeeper's tools can help you save money on investment taxes throughout the year. Available with Microsoft Money 2006 Premium and Small Business.

To begin using Gainskeeper:

1. On the **Tools** menu, click **Financial Services**.
2. Under **Use Gainskeeper's powerful tools**, click **Get Started**.
3. If this is your first time using Gainskeeper click **Sign up today**. If you've used it before, click **Log in now**.

Tip

Don't wait until tax time to try GainsKeeper. "Tax Smart" investment strategies only reduce taxes in the year they're used (after December 31 "Tax Smart" investment strategies only apply to next tax season). In addition, by starting to use GainsKeeper now, you'll be able to create your Schedule D quickly and easily at tax time.

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Chapter 6: Managing Your Accounts

Personalized feedback and cash flow forecast

Now that you're using Microsoft Money 2006 to manage your income and expenses, Money can offer a significant amount of customized guidance. While viewing an account, select **Cash Flow Review** from the **Account Tools** menu (available with Money 2006 Deluxe, Premium and Small Business). The Forecast your cash flow screen will appear as shown in Figure 6-7. This page helps you to keep an eye on your upcoming financial commitments with a chart that tracks spending and a list of upcoming bills and deposits, as well as a cash flow forecast.

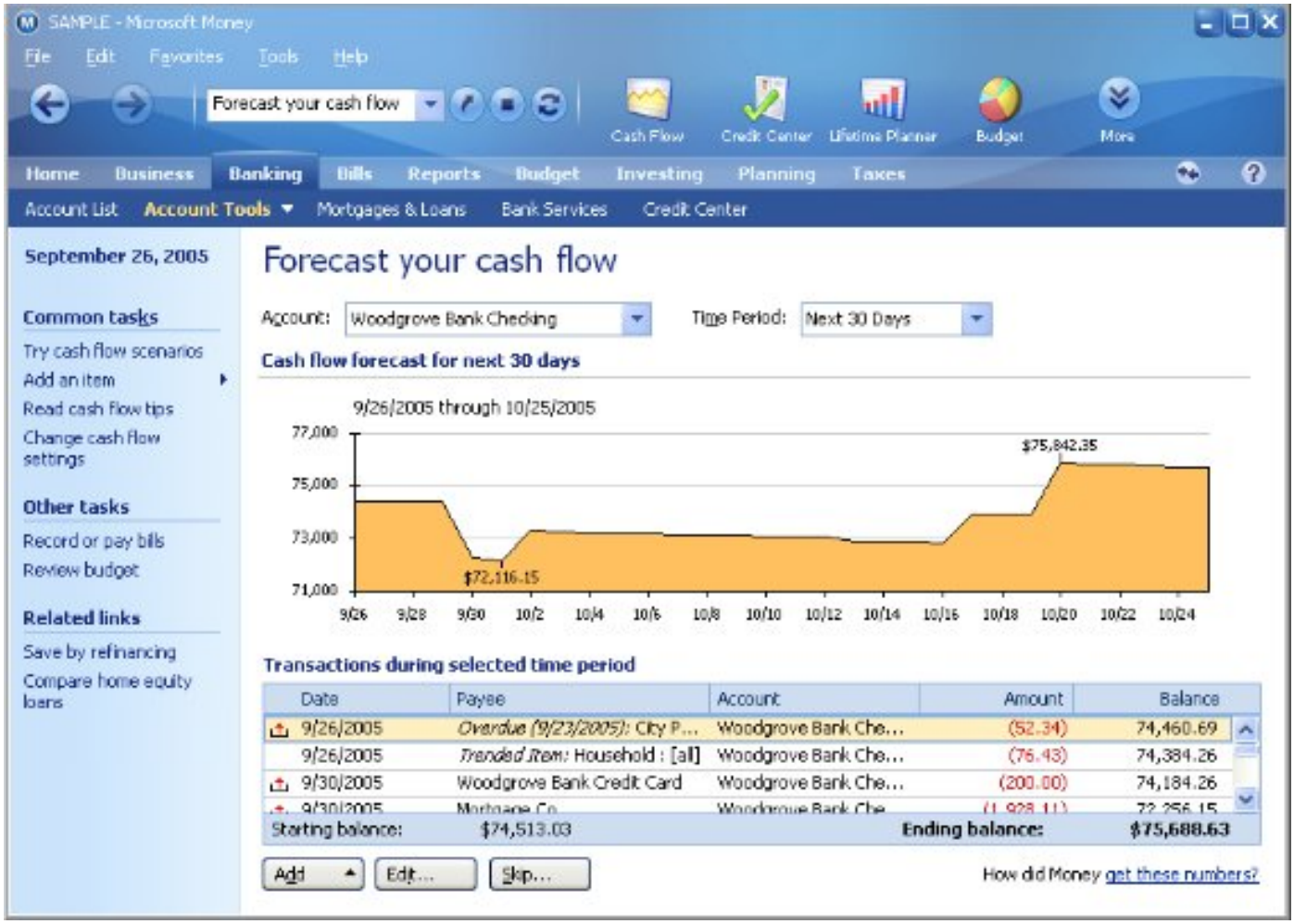
SAMPLE - Microsoft Money
File Edit Favorites Tools Help
Forecast your cash flow
Cash Flow
Credit Center
Lifetime Planner
Budget
More
Home Business Banking Bills Reports Budget Investing Planning Taxes
Account List Account Tools Mortgages & Loans Bank Services Credit Center
September 26, 2005
Common tasks
Try cash flow scenarios
Add an item
Read cash flow tips
Change cash flow settings
Other tasks
Record or pay bills
Review budget
Related links
Save by refinancing
Compare home equity loans
Forecast your cash flow
Account: Woodgrove Bank Checking
Time Period: Next 30 Days
Cash flow forecast for next 30 days
9/26/2005 through 10/25/2005
77,000
75,000
73,000
71,000
$75,842.35
$72,116.15
9/26 9/28 9/30 10/2 10/4 10/6 10/8 10/10 10/12 10/14 10/16 10/18 10/20 10/22 10/24
Transactions during selected time period
Date Payee Account Amount Balance
9/26/2005 Overdue (9/23/2005): City P... Woodgrove Bank Che... (52.34) 74,460.69
9/26/2005 Trended Item: Household : [all] Woodgrove Bank Che... (76.43) 74,384.26
9/30/2005 Woodgrove Bank Credit Card Woodgrove Bank Che... (200.00) 74,184.26
Starting balance: $74,513.03
Ending balance: $75,688.63
Add
Edit...
Skip...
How did Money get these numbers?

Figure 6-7: Forecast your cash flow page

The Forecast your cash flow page allows you to tailor the chart by selecting which accounts are included, as well as the time period. To modify the data that Money uses to calculate your cash flow, click **Customize cash flow** in the left pane. Or, to add a

transaction manually, click **Add an item**.

Money Small Business Feature

To create a report that includes the cash flow of your business accounts only, select **All Business Accounts** from the **Account** list on the Forecast your cash flow page.

To see how changes in your income or spending (like getting a raise or taking a vacation) might affect your immediate cash flow, click **Try cash flow scenarios**. Money includes different customizable situations that you can use to see how each will change your financial situation. Enter the details of your proposed change in income or expenses, and then click **Calculate**. Money graphs the effects of the proposed change. To make the change permanent by adding it to your recurring bills and deposits list, click **Accept Changes**.

Change the way Money uses your information to forecast cash flow

By default, Money forecasts cash flow based on Advanced Budget information (if you've created an Advanced Budget), past transactions (if you're using an Essential Budget), and scheduled bills and deposits.

Use the Customize cash flow page to change the way Money uses this information to forecast your cash flow:

1. On the navigation bar, click **Banking**, and then click **Account Tools**.
2. Click **Cash Flow Review**.
3. In the left pane, under **Common tasks**, click **Change cash flow settings**.
4. Make the changes you want, and then click **Done**.

Tip

Your cash flow forecast will be most accurate if it's based on information you keep up to date. So, if you don't update your budget regularly, base your forecast on your actual spending. To do this, under **For cash flow forecasting**, select **Amounts calculated from past trends**.

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Chapter 6: Managing Your Accounts

Categorizing your transactions

Money 2006 automatically assigns categories (for example, dining out, groceries, or utilities) to your transactions as they are downloaded from your bank into your account register. When Money does not recognize transaction a specific payee—or if you wish to recategorize a transaction that Money has classified—you can choose to assign a category manually. By assigning categories to your transactions, you can better track how you spend your money.

Tip
The steps in this task depend on whether you're using the Essential Account Register or the Advanced Account Register. To find out which register you're using, look for the Essential Register or Advanced Register label in the upper-right corner of your account register.

To categorize a transaction in the Essential Account Register:

1. Click **Banking**.
2. Click an account.
3. Click the transaction.
4. In the **Category** box, do one of the following:
   - Click a category in the drop-down list.
   - Type a category name in the box.
5. To record the changes in your register, click **Enter**.

To categorize a transaction in the Advanced Account Register:

1. Click **Banking**.
2. Click an account.
3. Double-click the transaction you want to assign a category to.
4. In the **Category** box, do one of the following:
   - Select a category and, if necessary, a subcategory.
   - Click **Add New Category**, and then follow the instructions on the screen.
   - Click **Split/Multiple Categories**, and then follow the instructions on the screen.
5. Click **Enter**.

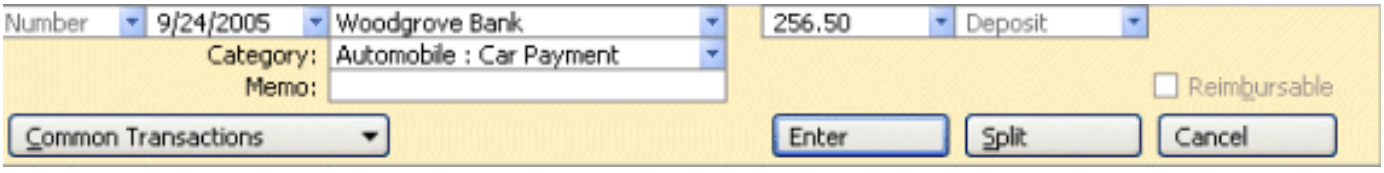

Figure 6-2: Categorizing a payment on an auto loan

If the transaction you are entering does not fit into any of Money's preset categories, you can create your own. Click in the **Category** field and type a word or phrase to create a new category. When you click **Enter**, Money opens the New Category Wizard to set up the category as income or expense, classify it as business or personal, and attempt to match it to tax deductible or elevated categories that Money uses for reporting.

In the example shown in Figure 6-2, you can see that Car Payment is a subcategory of Automobile. Depending on your preferences, you may want to create additional subcategories to track your transactions more comprehensively.

To create a new subcategory:

1. Enter the details of the transaction.
2. Click on the down arrow in the **Category** box and select the category to which you want to add a subcategory.
3. Click inside the **Category** box, to the right of the category name.
4. Type a colon (**:**), and then enter the name of the new subcategory.
5. Click **Enter**, and then follow the instructions on the screen.

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Chapter 6: Managing Your Accounts

Comparing your spending with previous time periods

Every time you enter an expense, Money 2006 records the transaction details for so that you can create reports. As time goes on, you might want to compare your current expenses to a time period in the past. Comparison reports can display your spending by payee, expense group, or by overall financial situation for two different time periods.

Important
These steps are for the Advanced Reports. To determine whether you are using the Advanced Reports, look in the top right of the Reports home page. You'll see a label indicating Advanced Reports or Essential Reports. If you need to change to Advanced Reports, under **Other Tasks**, click **Change Report Settings**, and then click **Switch from Essential View to Advanced View**.

1. Click **Reports**.
2. Under Comparison Reports, click **Spending by Category Comparison**, **Spending by Payee Comparison** or **Income and Spending Comparison** to display the report of your choice.

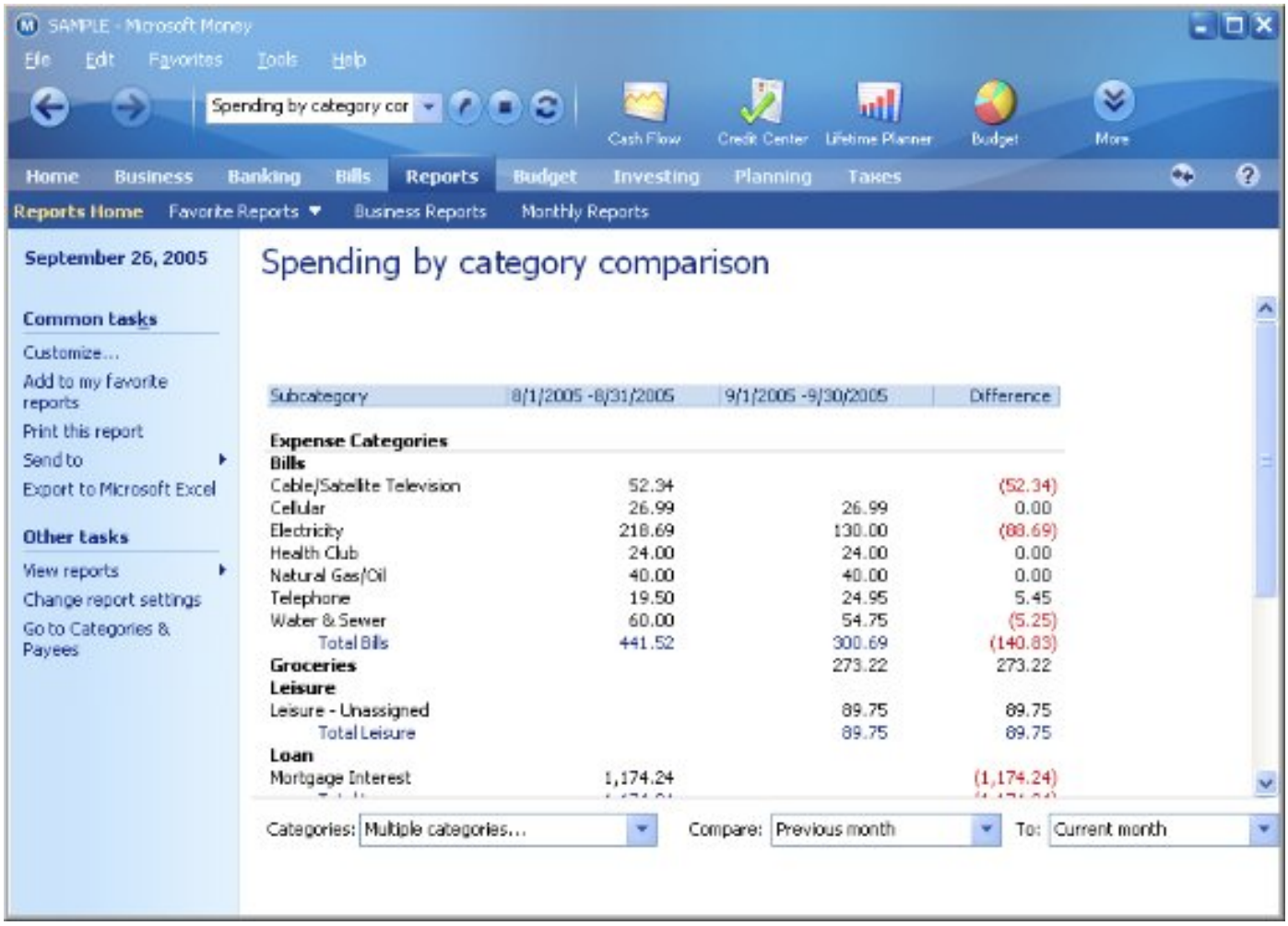

Figure 6-8: Spending by Category Comparison report

Tip

These reports can be printed, saved to your hard drive, or e-mailed. For more information, read Export and e-mail your reports in chapter 13.

At the bottom of the screen, you can change the time periods by clicking the down arrows in the **Compare** and **To** boxes. You can also restrict which income and expense groups are included in the report by making a selection in the **Category** box. To make more advanced modifications to the report, click **Customize** in the left pane.

What's next

Now that you're beginning to use more powerful tools to help manage your finances, the next chapter, Make Money Work Smarter for You focuses on using Money to establish a budget, help reduce your debt, and offer much more than you might expect from a personal financial management software package.

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Chapter 7: Make Money Work Smarter for You

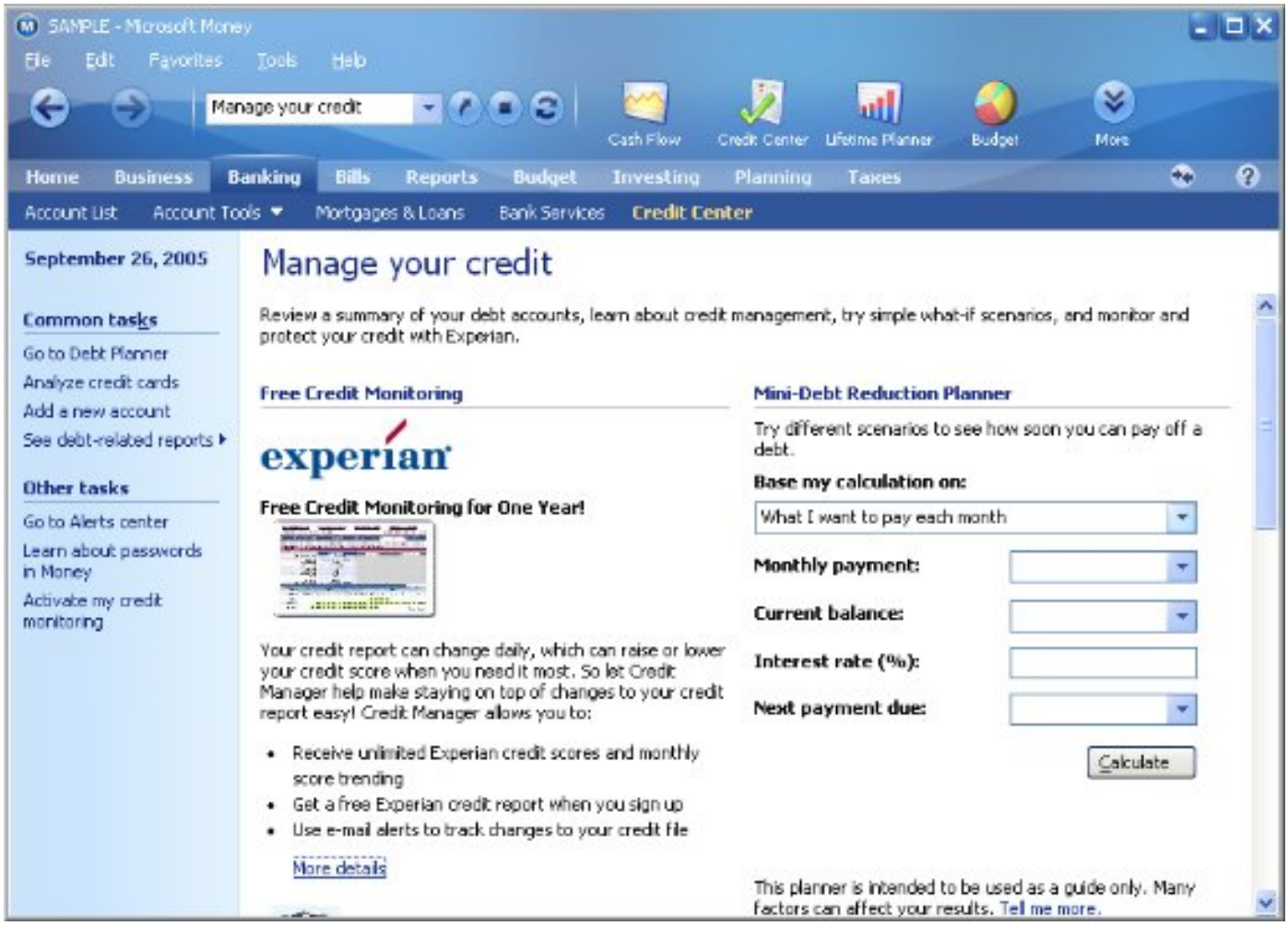
The Credit Center

Special Feature

The Credit Center is available in Microsoft Money 2006 Deluxe, Money 2006 Premium, and Money 2006 Small Business.

The Credit Center can help you understand your credit rating and how to improve it with a set of financial tools:

- **Credit monitoring.** You can see your personal credit score, and sign up for e-mail notification of changes to your credit file.
- **Mini-Debt Reduction Planner.** A worksheet to quickly perform different "what-if" scenarios to identify the most efficient way to help you become debt free.
- **Weekly credit Q&A.** You can view news and information on managing your debt.
- **How much will this purchase really cost?** A calculator helps to reveal the actual expense you will incur from a purchase made on credit.
- **Credit-related accounts.** A list of the liabilities you have entered into Microsoft Money, showing their payment date, interest rate, current balance, and available credit. These accounts must already be in the Debt Reduction Planner.


SAMPLE - Microsoft Money
File Edit Favorites Tools Help
Manage your credit
Cash Flow
Credit Center
Lifetime Planner
Budget
More
Home Business Banking Bills Reports Budget Investing Planning Taxes
Account List Account Tools Mortgages & Loans Bank Services Credit Center
September 26, 2005
Common tasks
Go to Debt Planner
Analyze credit cards
Add a new account
See debt-related reports
Other tasks
Go to Alerts center
Learn about passwords in Money
Activate my credit monitoring
Manage your credit
Review a summary of your debt accounts, learn about credit management, try simple what-if scenarios, and monitor and protect your credit with Experian.
Free Credit Monitoring
experian
Free Credit Monitoring for One Year!
Your credit report can change daily, which can raise or lower your credit score when you need it most. So let Credit Manager help make staying on top of changes to your credit report easy! Credit Manager allows you to:
Receive unlimited Experian credit scores and monthly score trending
Get a free Experian credit report when you sign up
Use e-mail alerts to track changes to your credit file
More details
Mini-Debt Reduction Planner
Try different scenarios to see how soon you can pay off a debt.
Base my calculation on:
What I want to pay each month
Monthly payment:
Current balance:
Interest rate (%):
Next payment due:
Calculate
This planner is intended to be used as a guide only. Many factors can affect your results. Tell me more.
Figure 7-7: The Credit Center

To go to the Credit Center, click **Banking**, and then click **Credit Center**.

Begin using the various features of the Credit Center by clicking a link or by entering information into the various features.

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Chapter 9: Take Managing Your Money to New Heights with Free Financial Services

Free credit monitoring and free credit report from Experian

Stay on top of your credit rating with your free credit report and a one-year membership for credit monitoring. This offering is available with Microsoft Money 2006 Premium and Small Business.

You will be notified of key changes to your credit file, helping you easily detect inaccuracies or fraudulent activity that may affect your credit rating and financial health. Make sure your hard-earned credit standing accurately reflects your credit rating when you need it most.

To sign up for your free report and complimentary year of credit monitoring:

1. On the **Tools** menu, click **Financial Services**.
2. Under **Credit monitoring**, click **Get Started**.
3. Click **Sign up**.
4. Enter the information to set up your new account with Experian.

Please refer to your Microsoft Money 2006 product for full offer details.

Continue >>

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Chapter 14: Microsoft Money Small Business

Creating customer and vendor lists

To help you keep track of the companies and individuals you work with, Money maintains lists of your customers and vendors. You can store detailed information for each contact, including contact information and payment terms, and print a statement for the customer or vendor showing recent account activity.

To set up a new customer or vendor:

1. Click **Business**.
2. Select **Customer List** or **Vendor List**, depending on which type of contact you want to set up.
3. Click **New**.
4. Enter the name, billing address, shipping address, and if you're setting up a new customer, the payment terms. Click **Finish**.
5. Repeat these steps until you have added all of your customers or vendors.

Tip

If you have already entered a customer or vendor as a payee anywhere else in Money (for example, if you have written a check to them or recorded a deposit in their name) you can convert them to a customer or a vendor in just seconds. Click **Banking**, click **Account Tools**, and then click **Categories & Payees**. In the left pane, click **Payees**, and then double-click the name of the person or company. To add them to the appropriate list, select the **Customer** or **Vendor** check box.

When finished, your customer list should look like Figure 14-2. When you highlight a customer, you can click **Create an invoice**, **Receive payment for an invoice** or **Print a Customer Statement** in the left pane to generate the corresponding reports or record a payment from a customer.

Figure 14-2: Customer list

The options under **Analyze customers** in the left pane provide a set of reports on each customer's sales, receivables, and outstanding balance. The vendor list provides links to record a payment to a vendor, and analysis tools to review the payables due each vendor, upcoming bills, and your balance sheet.

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Chapter 7: Make Money Work Smarter for You

Use Microsoft Money 2006 to help reduce your debt

The Debt Reduction Planner encourages you to:

- Pay off your highest-interest debt first (typically, this is credit card debt).
- Pay the minimum monthly payment on all other debts.
- Start paying off your second highest-interest debt next.
- Make an extra payment toward your debt whenever possible.
- Continue until all of your high-interest debt is paid off.

Most people enter only high-interest debt in the Debt Reduction Planner. Some experts recommend paying off low-interest, deductible debt, such as a home mortgage, on its regular payment schedule if you can earn a higher rate of return on your investments than the interest rate on the loan. However, your goals may vary depending on the amount of time until you retire, your tax situation, and other factors.

After you create a debt reduction plan, you can see an overview of your debt on the **Loans & Debt** page in the Lifetime Planner.

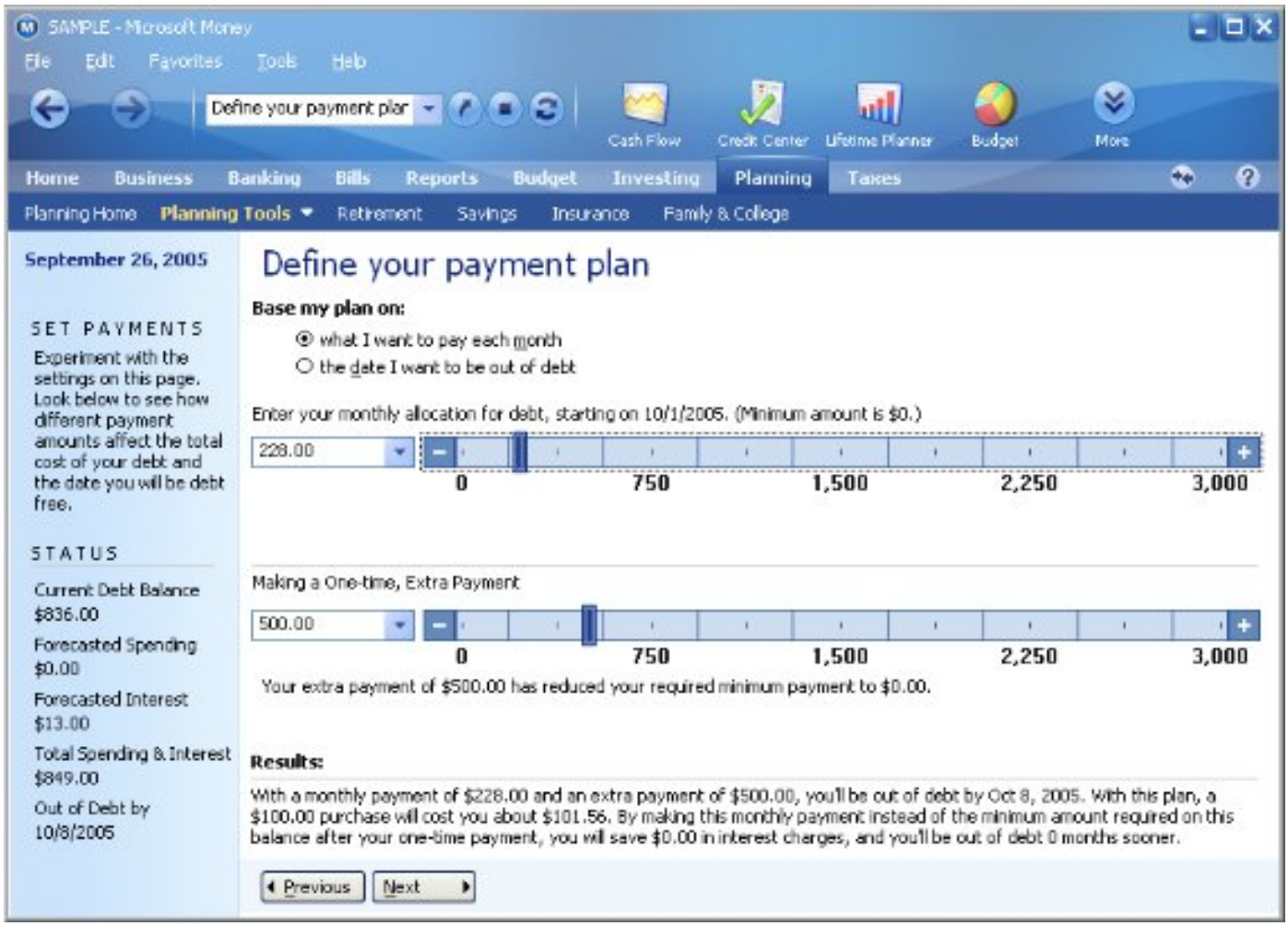
Step-by-Step
A detailed tutorial is provided for step-by-step instructions on how to use the Debt Reduction Planner. Click here to read it.

Create a debt reduction plan:

1. Click **Planning**, click **Planning Tools**, and then click **Debt Reduction Planner**.
2. Click **Continue**.
3. If the accounts you want to track aren't entered in Money, click **New Account**, and then follow the instructions on the screen.
4. Click each account you want to track under **Debt Accounts Not in Debt Plan**, and click **Move Up**. These will generally be your credit card debt and other high-interest loans.
5. Click **Next**.
6. For **Base my plan on**, click an option for your plan. You can base your plan on how much you want to pay each month and have Money tell you how soon you will be out of debt, or vice versa.
7. Depending on your choice in Step 6, the **Enter your monthly allocation for debt** box or the **Enter the date you want to be out of debt** box displays. Enter the amount or the date.
    - Move the slider to experiment with different amounts or dates. The **Results** section shows the effect on your debt plan.

8. To make an extra payment, enter an amount in the **Making a One-time, Extra Payment** box.
9. To view your payment schedule, click **Next**.
10. To see a different view of your debt reduction plan, in the **View** box, click **Payment Schedule Chart**, **Payment Schedule by Month**, or **Payment Schedule by Account**.
11. To see a list of recommended debt payments, click **Next** .
12. To schedule a payment, select the check box next to the account.
13. Click **Finish**.

Money will schedule a bill for each debt payment you check. If you already have a scheduled bill for the credit card or loan company, click **Bills**, and then click the bill that you scheduled. Verify that the bill created by the Debt Reduction Planner is there, and then delete the bill you created.


SAMPLE - Microsoft Money
File Edit Favorites Tools Help
Define your payment plan
Cash Flow
Credit Center
Lifetime Planner
Budget
More
Home Business Banking Bills Reports Budget Investing Planning Taxes
Planning Home Planning Tools Retirement Savings Insurance Family & College
September 26, 2005
SET PAYMENTS
Experiment with the settings on this page. Look below to see how different payment amounts affect the total cost of your debt and the date you will be debt free.
STATUS
Current Debt Balance
$836.00
Forecasted Spending
$0.00
Forecasted Interest
$13.00
Total Spending & Interest
$849.00
Out of Debt by
10/8/2005
Define your payment plan
Base my plan on:
what I want to pay each month
the date I want to be out of debt
Enter your monthly allocation for debt, starting on 10/1/2005. (Minimum amount is $0.)
228.00
0
750
1,500
2,250
3,000
Making a One-time, Extra Payment
500.00
0
750
1,500
2,250
3,000
Your extra payment of $500.00 has reduced your required minimum payment to $0.00.
Results:
With a monthly payment of $228.00 and an extra payment of $500.00, you'll be out of debt by Oct 8, 2005. With this plan, a $100.00 purchase will cost you about $101.56. By making this monthly payment instead of the minimum amount required on this balance after your one-time payment, you will save $0.00 in interest charges, and you'll be out of debt 0 months sooner.
Previous
Next
Figure 7-6: Adjusting the payment values for your debt reduction plan

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Chapter 14: Microsoft Money Small Business

Generating e-mail and paper invoices

Now that you have created an invoice for your client, it is time to deliver the bill. In Money Small Business you can print or e-mail your invoices, depending on your level of Internet connectivity and that of your clients.

To print an invoice:

1. Click **Business**.
2. Double-click the invoice you want to print.
3. In the left pane, under **Other tasks**, click on **Print this invoice**.

Or, instead of mailing a set of invoices to your clients, Microsoft Money Small Business allows you to e-mail an invoice with a click of the mouse. The invoice can be presented in the body of the e-mail, or it can be attached to the message as a separate file. And, because the file is a text message, it can be opened and printed on any computer, without having to install special software.

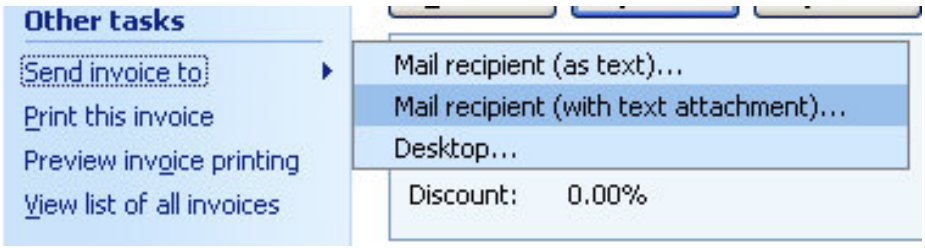

Figure 14-5: E-mailing an invoice

To send an invoice by e-mail:

1. Click **Business**.
2. Double-click the invoice you want to e-mail.
3. In the left pane, under **Other tasks**, click **Send invoice to** (see Figure 14-6).
4. If you want to include the invoice in the e-mail, select **Mail recipient (as text)**. Otherwise select **Mail recipient (with text attachment)**.

Tip

If you have a client with numerous outstanding invoices, you may want to send them all at once with a reminder. To do so, select an invoice, click **Send invoice to** and then click **Desktop** to save a copy to the Windows desktop. Repeat this for each outstanding invoice, and then attach all of the text files to a single e-mail and send it to your client.

Discounts

With Money Small Business, you can apply a discount to a product or service on your company invoices. You can enter a discount in a dollar amount or as a percentage. Money automatically recalculates the item total, and includes the discount information on the invoice printout.

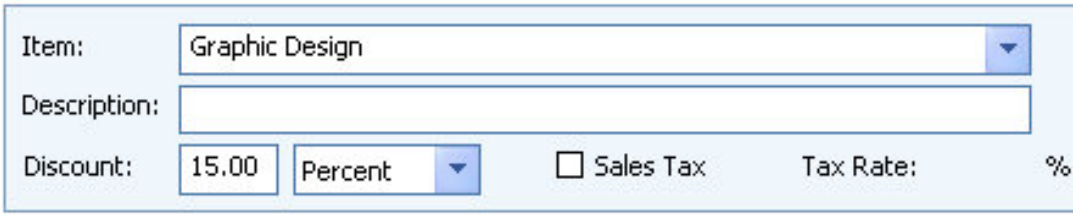

Figure 14-6: Entering a discount for a service

To enter a discount for a product or service:

1. Create a new invoice or open an existing one.
2. Enter a new product or service, or click on an existing line item in the invoice.
3. In the **Discount** field, enter a numerical value for the amount of the discount you would like to offer.
4. From the list, choose whether the value is a percentage of the item total, or a discount in U.S dollars.
5. To save the item with the new discounted rate and update the invoice, click **Enter**.

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Chapter 13: Creating Financial Reports

Exporting and e-mailing your reports

You can export your reports for use in other software applications and you can e-mail a report directly to someone else, like a financial planner or tax professional.

Important
To enable all of the export options, you must switch to Advanced Reports. To do this, in the left pane, under **Other tasks**, click **Change report settings**. Click **Switch from Essential Reports to Advanced Reports**, and then click **Use Advanced Reports**.

There are three different options for sending a report via e-mail: text, XML, and CSV. Text files (like a file created in a text editor such as Windows Notepad) are files to send to a family member because most computers are able to read and display the file. XML, or eXtensible Markup Language, is the most advanced file format because it can be automatically imported into financial management applications. CSV, or Comma Separated Values, is an older format that is recognized by most spreadsheet and database applications. Usually, it is best to contact the recipient to ask which format they would prefer to receive.

Glossary
XML
Also known as eXtensible Markup Language, XML is a universal way of formatting your information so that it can be seamlessly imported into other financial applications.

To export or e-mail a report:

1. Click **Reports**, and then click a report to open it.
2. In the left pane, click **Send to**, and then select the one of the following options (as shown in Figure 13-5):
   - **Mail recipient.** Sends the report as a text file attachment.
   - **Mail recipient (with XML data).** Sends the report as an XML data file.
   - **Mail recipient (with CSV data).** Sends the report in CSV format, which can be displayed in most spreadsheet and database programs.
   - **Desktop.** Copies the report to your desktop in text, CSV, and XML formats so that you can send copies by e-mail, attach copies to another document, or import your information into another application.
3. Money complete the steps necessary to export or e-mail the file. Follow the instructions on the screen.

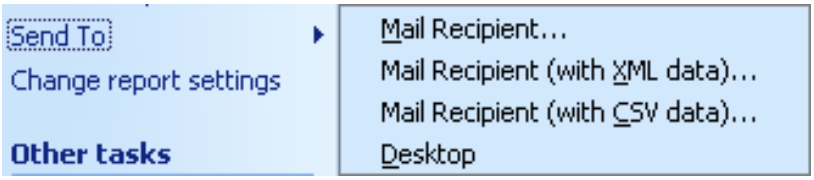

Figure 13-5: Selecting an option for sending a report in e-mail

Tip

If Money experiences difficulties sending a report via e-mail, on the **Start** menu (in Windows XP), click **Control Panel**. Click **Network and Internet Connections**, and then click **Internet Options**. Click the **Programs** tab, and then verify that you have the correct e-mail application selected—it should be the one that you're currently using. If you continue to experience problems, just save the files to your desktop, create a new message in your e-mail application, and attach the files to it.

What's next

If you own the Microsoft Money Small Business, continue on to Chapter 14: Microsoft Money Small Business to discover how to use the small business features of the product. Otherwise, skip ahead to Chapter 15: Managing Your Money File to learn how to back up and restore your data, as well as how to create additional Money files.

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Chapter 12: Managing and Tracking Your Investments

Employee stock options

Because employee stock options include grants from the company as well as deeply-discounted purchase prices, they are set up somewhat differently than the standard investment accounts. Specifying that you own options also allows Money to track the vesting and expiration date of the options you have and display these accounts in the **Employee Stock Options** view in Portfolio Manager.

To set up a new options account:

1. Click **Banking**.
2. In the left pane, under **Common tasks**, click **Add a new account**.
3. On the Choose an account type screen, select **Investment**, and then click **Next**.
4. Select the bank or brokerage that maintains your employee stock options from the list, and then click **Next**. If your firm is not shown, click **My bank or brokerage isn't listed**.
5. On the Choose an account type screen, select **Employee Stock Option**, and then click **Next**.
6. Follow the instructions on the screen to finish setting up the account.

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Chapter 12: Managing and Tracking Your Investments

Equity and index options

With Money 2006, you can track your equity and index options. When an option you own expires, Money alerts you so that you can enter an expiration transaction and close your option holding.

To enter an equity or index option:

1. Click **Investing**.
2. Click **Investing Tools**, and then click **Portfolio Manager**.
3. In the left pane, under **Common tasks**, click **Work with investments** , and then click **Add an investment**.
4. Select the account that the option will be held in, and then click **Next**.
5. Under **New Investment**, type a name for the grant, and then click **Next**.
6. Under **Create New Investment**, click **Equity/Index Option**, and then click **Next**.
7. Follow the instructions on the screen to finish setting up the account.

Important

You must enter an equity or index option in the **Investment** box before you can select **Exercise**.

1. Click **Investing**.
2. Click **Investing tools**, and then click **Portfolio Manager**.
3. Click the plus sign (+) next to the investment account that contains the option.
4. Click the plus sign (+) next to the option name.
5. Click **New**.
6. In the **Activity** box, type **Exercise**.
7. In the **Contract(s)** box, type the number of contracts you are exercising (not the number of shares).
8. Click **Enter**.

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Chapter 5: Getting Started with Accounts, Bills, and Paychecks

Setting up favorite accounts

Favorite accounts are displayed on the Money home page and are also easily accessible even when you are in other sections of Money. Just click the **Favorites** menu at the top of the screen (shown in Figure 5-3).

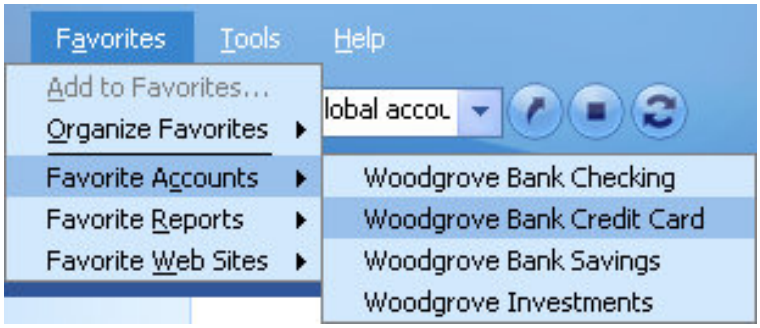

Figure 5-3: Accessing your favorite accounts from the menu

To modify your list of favorite accounts:

1. On the **Tools** menu, click **Settings**.
2. Click **Account settings (global)**.
3. Select the accounts you want to be your favorites, and then click **Save**.

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Chapter 13: Creating Financial Reports

Creating your favorite reports

If you use a report frequently, you can make it a favorite so that it appears under My favorites on the Personal reports page, and on the Favorites menu. A favorite is a copy of the report, so you can customize it without worrying about modifying the original on the Personal reports page. For example, you could set up a spending report to show only leisure expenses and save it as a favorite. This report only show transactions that are categorized as leisure, but when you return to the original Spending by category report, it displays expenses across all categories.

To add a report to your favorites:

1. Click **Reports**, and then click a report to open it.
2. On the **Favorites** menu, click **Add to Favorites** (see Figure 13-4).
3. In the **Report name** box, type the name you want to appear on the **Favorites** menu, and then click **OK**.

Figure 13-4: Adding a report to your favorites

To see this report, click **My favorites** on the Personal reports page. Or, click **Favorite Reports** on the **Favorites** menu, and then click the report you want to open.

Each favorite report can be customized using the instructions described earlier in this chapter. The modifications you make to the report will be saved, but the data imported from your Money file will be updated each time you view it. That way your reports always stay up-to-date, but can be customized to your needs.

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Chapter 12: Managing and Tracking Your Investments

Analyzing your portfolio

With the Portfolio Review, Microsoft Money 2006 can review your entire investment portfolio for performance, risk, tax liability, asset allocation, and more. To begin the review, click **Investing**, and then click **Investing Tools**.

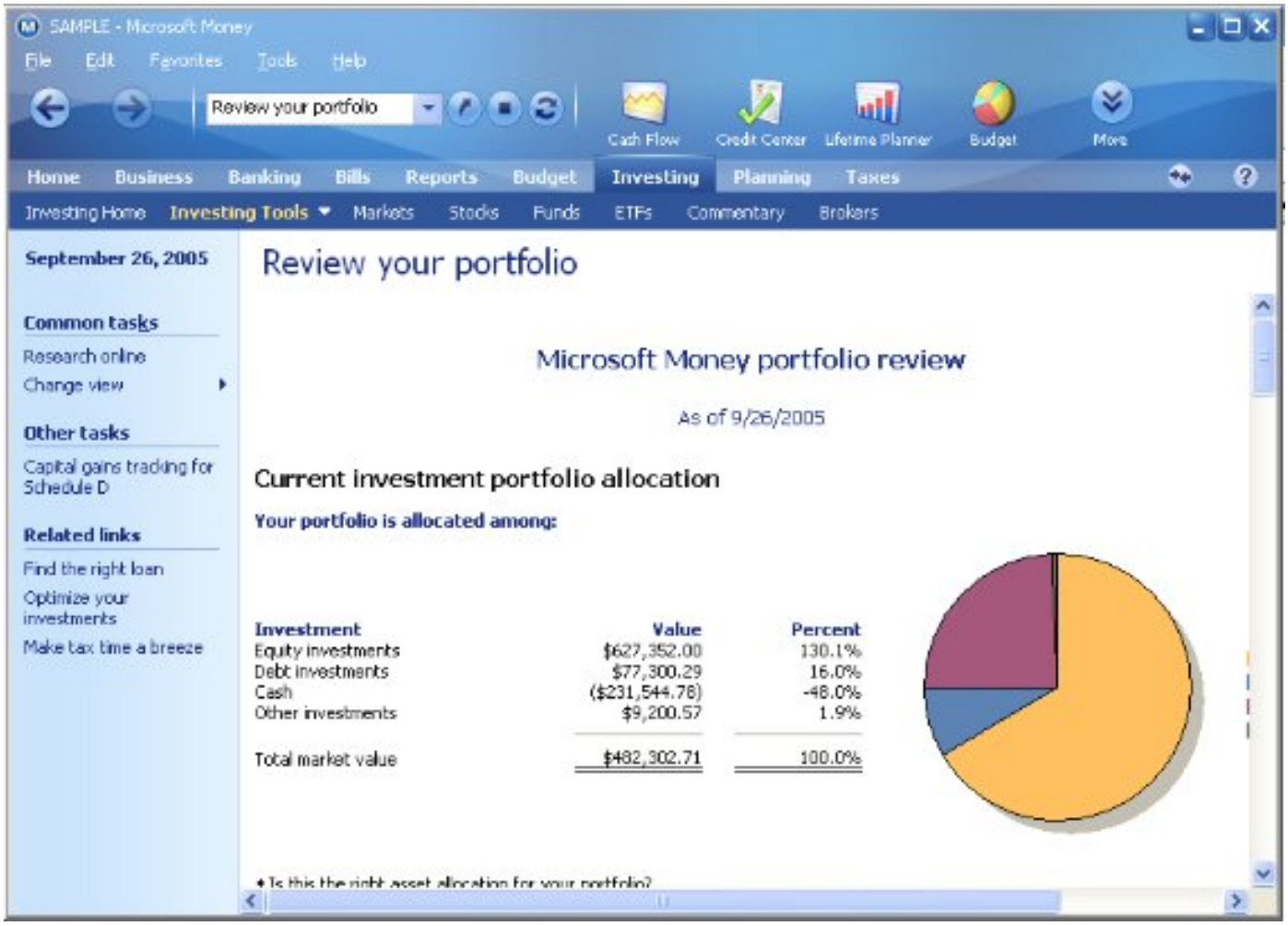

Figure 12-8: Portfolio Review page

The Portfolio Review page (shown in Figure 12-8) gives you a big picture of all of the investments in your portfolio. The review gives you pie charts that represent your investments and includes links to other areas in Money so that you can quickly update time-sensitive information. With sections on capitalization, investment types, tax liability, performance, risk, and a summary with your major holdings and recent transactions, the Portfolio Review offers many perspectives on your investments.

GainsKeeper®

Microsoft Money has allied with GainsKeeper to provide a set of advanced tools for managing your tax liabilities that are associated with investing in stocks. A What-If tool shows you the tax impact of a stock purchase or sale before you execute a trade. With this tool, you can avoid "wash sale" transactions where there's no net profit—or loss—and see the benefit from automatic cost basis adjustments due to corporate actions such as splits, mergers, and spin-offs.

In addition, GainsKeeper can track your cost basis by lot, equip you with stock trading decision-making tools, and provide you with a completed Capital Gains and Losses Schedule D (Form 1040) for tax filing.

Special Feature

For Microsoft Money Premium and Small Business users, the GainsKeeper service enables you to import up to 125 transactions at no cost.

To sign up for GainsKeeper:

1. On the **Tools** menu, click **Financial Services**.
2. Click **Get Started** in the Gainskeeper area.
3. If this is your first time using Gainskeeper, click **Sign up today**. If you've used it before, click **Log in now**.

What's next

Now that you have learned to review your investment portfolio, it's time to explore how to run reports for different areas of Microsoft Money. Chapter 13: Creating Financial Reports explains how to create, customize, and print reports in Money. You also learn how to use the Personal reports page and how to specify certain reports as your favorites.

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Chapter 16: Microsoft Money Help and Product Support

There are many resources to get you the answers you need, and most of them are available online 24 hours a day, 7 days a week. Be sure to check the Money 2006 User's Guide for complete information and our list of Money 2006 Step-by-Step Tutorials.

Use the More Info button to diagnose problems

If you encounter an error while using Microsoft Money, a dialog box may appear with a **More Info** button.

1. Click the **More Info** button to open a Web page with potential solutions for the problem you have encountered.
2. If there are multiple topics regarding this issue, click each one to see if there are alternative solutions to solving the problem.

The File Repair utility

Although extremely unlikely, small defects in a computer hard drive or other anomalies can damage your Money data file. If this occurs, it will be necessary to repair your data file. In most cases, Money will automatically run Quick File Repair. If that does not correct the file, then the more in-depth Standard File Repair will subsequently run.

Alternatively, if you want to repair a data file on your computer (for example, a CD back-up, or a Money file maintained by another family member on a different computer), you can start a file repair from the Money menu.

To perform a manual file repair:

1. On the **File** menu, click **Repair Money File**.
2. If this is your first time trying to fix the data file, click **Quick File Repair**.

If you have already performed the Quick File Repair on this data file, select Standard File Repair, and then enter the name of the file you want to repair, and the name you would like the new data file to have.

In-product Help

- **Help window**. The Help window is always accessible in Microsoft Money by clicking the Question mark icon in the upper-right corner of the screen. To find information about a specific topic, type a word or phrase in the **Search for help** at the bottom of the Help window, and then click the arrow. Otherwise, click **All**

Topics to see a full list of available topics.

- **Instructional videos.** Several instructional videos cover a variety of Microsoft Money topics in the Money Help menu. Each video includes an on-screen demonstration of the tasks involved. Topics include: Categorize Transactions, Use the Lifetime Planner, and more.

Internet resources for specific problems

- **Checks & Supplies:** Purchase supplies for use with Microsoft Money.
- **Online banking:** Is Your Bank Online?
- **Manage your small business payroll:** support@paycycle.com
- **Downloads & Add-ons:** View invoice ideas for Money Small Business, plus information on synchronizing Money with the Palm OS handheld and importing Money data directly into a Microsoft Excel spreadsheet.

Helpful online resources

- Top Support Questions: A list of the most frequently asked questions on Microsoft Money 2006.
- Power User's Tips & Tricks: An entire section devoted to advanced use of Microsoft Money 2006 with tips, articles, and more.
- Microsoft Money Newsletter: Sign up to receive notification of updates and other helpful information.
- Microsoft Money Support Center: Online service center including Knowledge Base, a searchable product information database, and WebCasts, all providing assistance with the various versions of Microsoft Money.
- Canada Microsoft Money Support Center: Alternate support site for Money users in Canada.

Microsoft product support

Products included with the sale of a new computer

If your Money software was included with the purchase of your computer, your computer manufacturer provides support for this version of Money. For contact details, please contact your computer manufacturer.

Purchased products

- **Online:** Submit your question or concern to a Microsoft Support Professional.
- **Phone:** Customers in the United States may call (866) 834-8741 for standard support, or (800) 936-5700 for paid assisted support.
- **TTY/TDD:** Customers who are deaf or hard of hearing can reach Microsoft text telephone (TTY/TDD) services at (800) 892-5234 in the United States.
- **Canada:** For standard support, Canadian customers may call (800) 876-8533 for standard support or (800) 668-7975 for paid assisted support.
- **Worldwide:** Support options, hours, and cost in your country or region may differ. Please check with your local office or your regional Microsoft website for more details.

Conditions: Microsoft's support services are subject to then-current prices, terms, and conditions, which are subject to change without notice.

What's next

Congratulations! You have completed all chapters of the Microsoft Money 2006 User's Guide. If you want, you can continue on to the Money 2006 Step-by-Step Tutorials, which are instructions that will guide you through many of the key tasks in Microsoft Money 2006.

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Chapter 4: Microsoft Money 2006 – the basics

If you are new to using Money, you can leverage prior experience from other Microsoft products as well as basic computer concepts to quickly begin using the product. Moreover, there are many features that make the product easy to use. The Money home page, navigation bar, icons, and in-product Help are all designed to make using Money quick and simple.

The Money home page

When you launch Microsoft Money, the Money home page appears. This is the "home base" or starting point for all of your money management needs, providing you with an at-a-glance view of your financial picture.

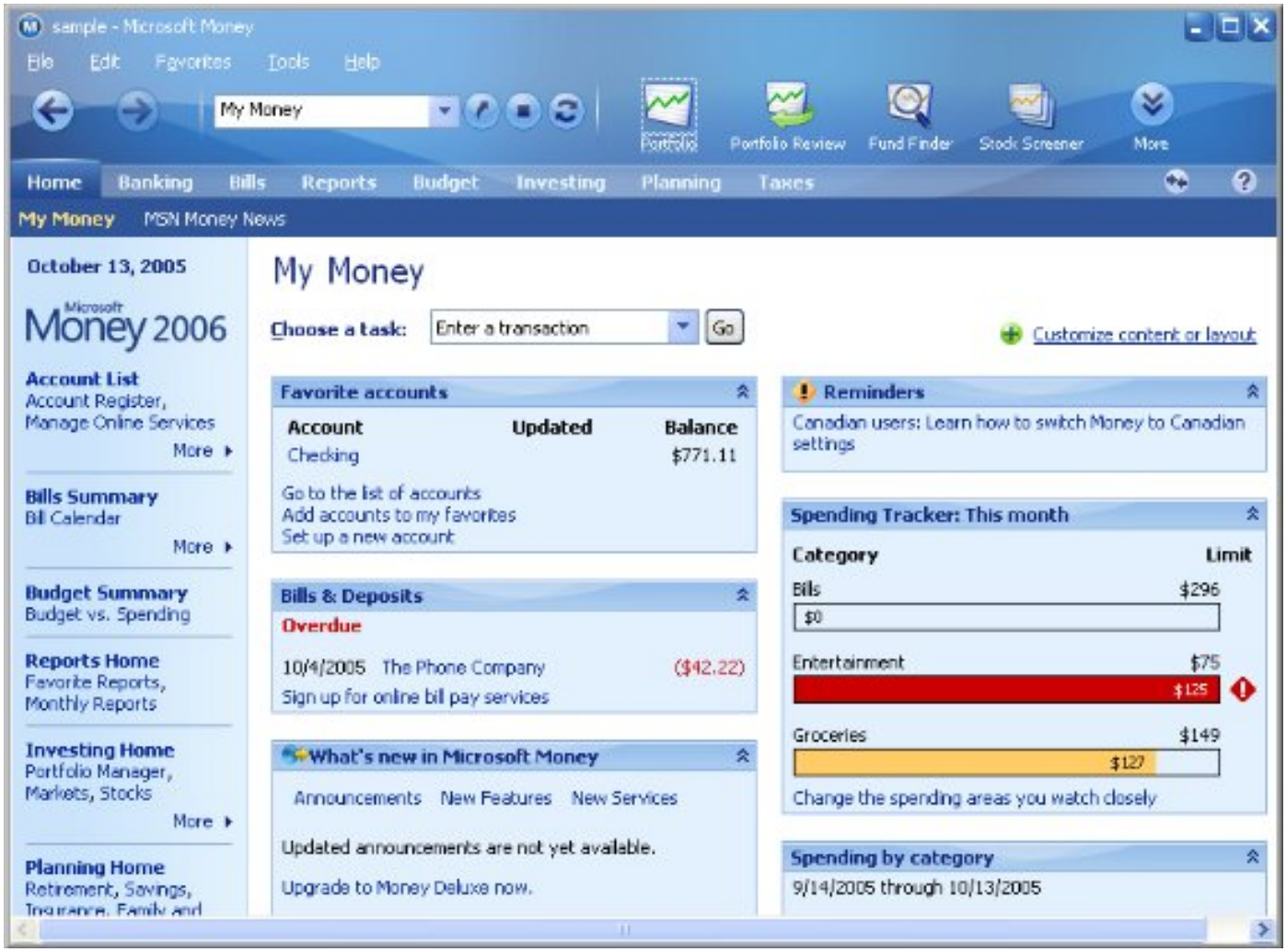

Figure 4-1: Money home page

A few of the sections included by default on the My Money home page include:

- **Favorite accounts.** Money works with your financial institution's website to get balances of bank accounts that you have designated as your favorites.
- **Bills and deposits.** Know what's paid and what's due, pay bills online, and get updated account balances.
- **Spending by category.** Transactions are automatically categorized so you can easily track your spending.
- **Spending Tracker.** Money gives you all of the tools you need to handle your finances the way you want. Watch a few expenses—like dining out or utilities—create a complete budget, or see all of your financial details.

Customize the home page

You can set your default home page to the Money home page or to MSN Money News (a page that contains financial news and commentary). If you choose the Money home page, you can customize the information that appears there.

To choose your default home page:

1. On the **Tools** menu, click **Settings**.
2. Click **Program settings**, and then under **Default Home Page**, select your default.
3. Click **OK**.

To customize the Money home page:

1. On the Money home page, click **Customize content or layout**.
2. Do one or more of the following:
    - Under **Add content**, select the content area you want to add, and then click **Add**.
    - To remove an area, under **Change layout**, select the area you want to remove, and then click **Remove**.
    - To rearrange the layout, under **Change layout**, select the module you want to move, and then click one of the **Move** buttons located at the bottom of the page.
3. Click **Done**.

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Chapter 4: Microsoft Money 2006 Basics

Choose a task

The Money home page includes a customizable task list that allows you to quickly navigate to one of six default tasks with a single mouse click. To choose a task, select an item from the **Choose a task** list at the top of the Money home page, and then click **Go**.

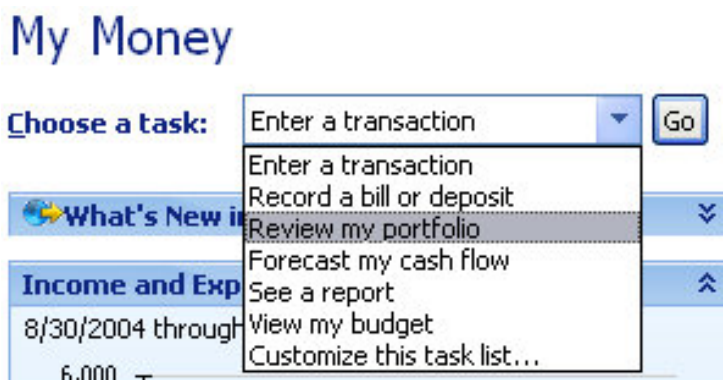

Figure 4-2: Choose a task list

To change items in your Choose a task list:

1. Click the down arrow next to the **Choose a task** list.
2. Select **Customize this task list**.
3. To add a new task, on the **Available** list, select items you want to add to the current view, and then click **Add**.
4. To delete a task, on the **Displayed** list, select items you want to delete from the current view, and then click **Remove**.
5. To change the order in which the items are displayed, select an individual item, and then click **Move Up** or **Move Down**.

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Chapter 4: Microsoft Money 2006 Basics

Navigating and exploring Microsoft Money 2006

On the Money home page, you can access different areas and tools within Money 2006 simply by clicking an item. For example, click any account in the **Favorite accounts** section to go to the account register for that account.

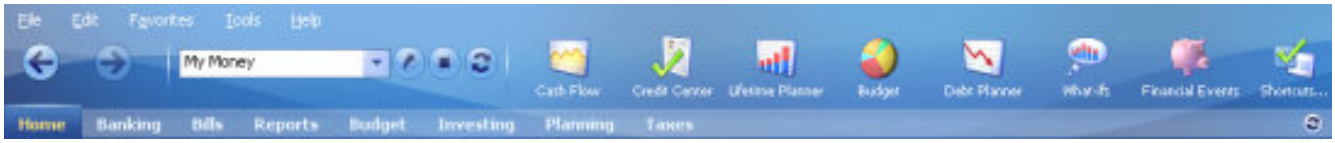

Figure 4-3: Money toolbar and text menus

The toolbar (Figure 4-3) is designed like your web browser with Back and Forward buttons that let you jump sequentially ahead or back through the different pages in Money. In addition, the toolbar provides one-click access to the main sections of Money.

Icon

Like the home page, you can customize the Money toolbar to suit your personal needs, so you have one-click access to your most visited areas of the product. Simply click the **Shortcuts** button on the toolbar (if this button doesn't show, click **More**, and then click **Customize**). To add and remove items, select them, and then click the **Add** or **Remove** button.

The customizable icons that appear in the toolbar provide access to the broad range of financial tools that Money offers. The menu items may include the following main categories, depending on your version of Money:

- **Cash flow.** Forecast your cash flow by entering bills and deposits that affect your bank account balances.
- **Credit center.** A set of financial tools to help you understand your credit rating and how to improve it.
- **Lifetime Planner.** Tools for preparing for a major purchase, planning for retirement, helping to reduce debt, and much more.
- **Budget.** Create a budget to help you track your monthly spending and stick to your savings goals.
- **Debt Planner.** Create a debt reduction plan that helps reduce your credit card debt and other high-interest loans.
- **What-ifs.** Experiment with various financial events to see how they may affect your cash flow.
- **Financial events.** Try out hypothetical scenarios to see the potential effects on your financial planning.

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Chapter 4: Microsoft Money 2006 Basics

Icons

To make the software even easier to use, Microsoft Money 2006 uses icons that provide additional information—for example, a payment that has been sent but has not yet cleared your account, or a transaction that you have marked for follow up.

The Register

A warning or notification (different colors to indicate importance)

Epay sent (but not cleared)

Epay attempted to send, but payment not transmitted

Potential recurring transaction

Transaction flagged for follow-up

Bills Summary

Deposit

Withdrawal or bill

Transfer

Investment purchase

Payment sent as Epay

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Chapter 3: Upgrading to Microsoft Money 2006

Importing your financial data from Quicken

When you convert your Quicken® file, Money 2006 creates a new file that contains the same data. Your original Quicken data remains untouched, so you can still use it in Quicken.

After Money completes the conversion process, a summary of your converted accounts and balances appears, as well as any issues that needed to be resolved during the conversion.

Important
Money supports only one active budget. If a Quicken file contains multiple budgets, Money will convert only the budget you viewed most recently in Quicken.

After converting a Quicken file, Money automatically checks for current quotes on your investment accounts. Therefore, when you view the account in Money, the balance will be updated and may differ from the balance listed in Quicken or in the conversion summary.

Microsoft Money 2006 (U.S. version) will convert files from Quicken U.S. versions 3-7 and Quicken 1998-2005. **Microsoft Money 2006 does not support conversion of Quicken Home & Business files.**

Money detects your Quicken file and displays the file name in the Quicken File Conversion window. If you would prefer to use a different file, or if Money does not locate a file to upgrade, do the following:

1. If Quicken is open, close it, and then open Money.
2. On the **File** menu, click **Convert Quicken File**.
3. Locate your Quicken file, select it, and then click **Convert**.
4. Follow the instructions on the screen.
   After your file is converted, Money summarizes the results of the conversion.
5. Save the conversion summary for reference.

Step-by-Step
A detailed tutorial provides more information on importing your information from Quicken. To read about such topics as "Preparing your Quicken data for import," "How to import your data if you have more than one budget in Quicken," and for a step-by-step walk-through on how to convert your Quicken file, click here.

Step-by-Step

What's next

For more information on setting up your accounts, read Creating your Money 2006 file in Chapter 2. If you haven't used Money before, read Chapter 4: Microsoft Money 2006 Basics. Chapter 4 introduces you to the Money Home page, explains how to navigate and use Money 2006, and covers all of the fundamentals, including keyboard shortcuts, program icons, and Microsoft Money Help.

If you would like to begin working with your finances, skip to Chapter 5: Getting Started with Accounts, Bills, and Paychecks, which addresses creating new accounts, entering bills, and setting up your paycheck information in Money 2006.

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Chapter 4: Microsoft Money 2006 Basics

In-product Help

As you begin to use Microsoft Money 2006, you may have questions regarding specific features or functionality. Money has built-in Help tools to let you learn more about the product, answer your questions, and solve problems as you work.

Icon

Click this icon in the upper-right corner of Money and the Help pane will appear on the right side of your screen.

Money Help is packed with information on how to use the software. Best of all, you can choose a method that fits the way you prefer to get help:

- **All Topics.** A full list of all available Help topics, organized by section. You can use this list to dive into a specific topic, or get an overview of the different areas of Money.
- **Find.** Search the entire Help file by using a keyword or phrase. This is useful if you are looking for information on a particular feature or service.
- **Print.** Create a hard copy of any Help topic.
- **Search for help.** Type a phrase to learn more about an area or feature in Money. For example, you can type "create a budget" and then click the arrow button to learn more about online banking.

Figure 4-4: Money Help pane

Video Help

The Money Tour and Videos walk you through many of the features in Money by demonstrating how to use the software with screenshots and a narration that describes each step of the process. To see the list of available videos, click **Instructional Videos** on the **Help** menu.

What's next

If you did not enter your bank accounts, bills, deposits, and paycheck information when you set up your Money file, read Chapter 5: Getting Started with Accounts, Bills, and Paychecks. This section helps you enter details of your financial information so that Money can track your account balances, cash flow, and expenses.

If you already set up your accounts, read Chapter 6: Managing Your Accounts, which focuses on using the account register, balancing your bank accounts, paying bills, and analyzing your cash flow and spending habits.

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Chapter 1: Introduction

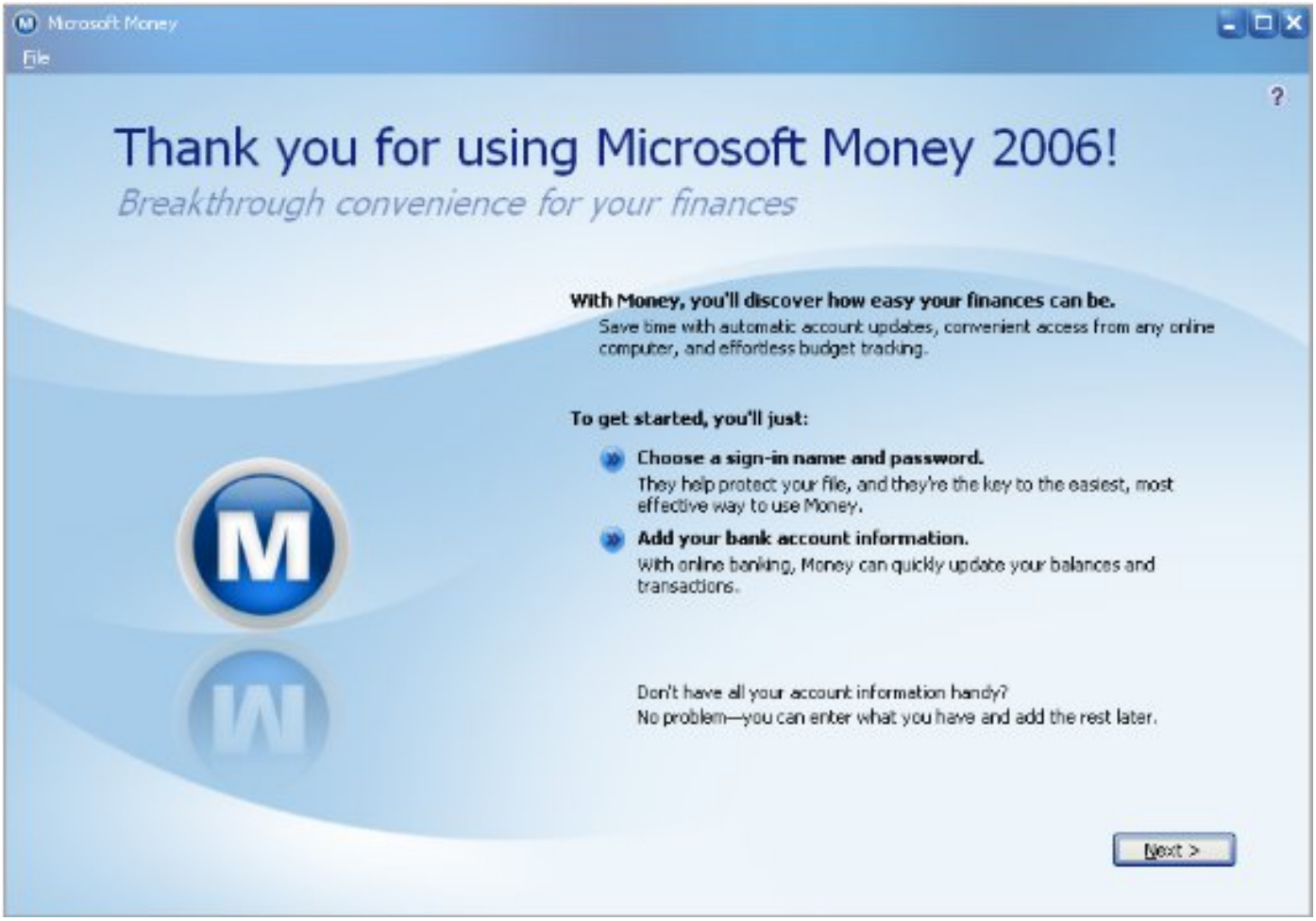
Install Microsoft Money 2006 on your computer

There are just a few simple steps you need to follow to install Microsoft Money 2006 on your computer.

Important
Before you install Money 2006 on a computer running Windows 2000 or Windows XP, make sure you are logged on as a user with Administrator permissions. To verify this:

- Windows XP: In Control Panel, click **User Accounts**.
- Windows 2000: In Control Panel, double-click **Users and Passwords**.

If the word "Administrator" does not appear next to your user name (the name you use to log on to Windows), you need to log off of your computer, and then request that someone on the user list with the correct permissions log on and install the software.


Microsoft Money
File
Thank you for using Microsoft Money 2006!
Breakthrough convenience for your finances
With Money, you'll discover how easy your finances can be.
Save time with automatic account updates, convenient access from any online computer, and effortless budget tracking.
To get started, you'll just:
Choose a sign-in name and password.
They help protect your file, and they're the key to the easiest, most effective way to use Money.
Add your bank account information.
With online banking, Money can quickly update your balances and transactions.
Don't have all your account information handy?
No problem—you can enter what you have and add the rest later.
Next >
Figure 1-1: Money 2006 setup screen

Installation

To install Microsoft Money 2006:

1. Insert the Microsoft Money 2006 CD into your computer's CD-ROM drive.
2. Follow the instructions that appear on your screen, shown in Figure 1-1.

If setup does not start automatically after you insert the CD:

1. On the Microsoft Windows taskbar, click **Start**, and then click **Run**.
2. In the **Open** box, type **D:\setup** (where D is the letter of your CD-ROM drive).
3. Click **OK**.
4. Follow the instructions on your screen.

Based on your computer configuration, Money may update some of your system files. The entire process may take a few minutes, depending on the speed of your computer and the number of files that Money needs to install. When the installation is complete, you can begin using Money.

What's next

If you are a new user, read Chapter 2: Getting Started with Microsoft Money 2006,

which describes how to start Money 2006 and create a new Money file. If you have used an earlier version of Money or Quicken®, read Chapter 3: Upgrading to Microsoft Money 2006, which describes how to update your Money data file or import your financial data from Quicken®.

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Chapter 14: Microsoft Money Small Business

Tracking and managing inventory

Now that you have a list of vendors, you need to enter your products and services. After you enter this information, you can track the sales by item, profitability, and value of your remaining inventory.

To enter your products and services:

1. Click **Business**, and then click **Products & Services**.
2. Click **New**.
3. Select **A service**, **A non-inventory product**, or **An inventory product**, based on the type of product or service you are adding to the list. Then click **Next**.
4. Enter the name, description, category, and price for this item. To charge tax for this product or service, select the **Taxable** check box.
5. Click **Finish**.

When you have finished, your screen should resemble Figure 14-3. Click an option under **Analyze value** in the left pane to create inventory-specific reports, including inventory value, sales by item, and profit and loss statements. If your inventory increases or decreases, select the item on this list and click the **Update Inventory** button so that Money can keep your records up to date.

Figure 14-3: Products and services list

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Chapter 12: Managing and Tracking Your Investments

Creating a new investment account

To create a new investment account:

1. Click **Investing**.
2. In the left pane, under **My Investing Tools**, click **Portfolio Manager**.
3. In the left pane, under **Common tasks**, click **Work with accounts**, and then click **Add an account**.
4. Follow the instructions to add the account.

Tip

If you typically keep emergency cash or traveler's checks around the house, you should enter this as an investment, so that it appears in your net worth and as cash assets. This way, Money compares this non-interest-bearing cash to your other investments, showing you how it could be otherwise invested to earn interest. Create a new investment account called **Emergency Cash**. Select **Not held at any bank, broker or other financial institution** on the next screen, and then click **Next** three times in order to skip past the account classification and naming screens. When you withdraw cash from any bank account to store in your home, simply record the transaction as a transfer to your Emergency Cash account. Money automatically classifies this as a cash deposit into the emergency cash account.

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Chapter 12: Managing and Tracking Your Investments

Setting investment reminders

Most people do not have the time to constantly keep tabs on all of their investments. To make things easier, Money includes investment alerts to notify you when your investments reach a particular price and to alert you on a date to buy or sell a specific stock.

To set up an alert:

1. On the **Tools** menu, click **Alerts Center**.
2. Click **Customize your Advisor FYI alerts**, and then click the **Investor Alerts** tab.
3. Click a specific investment, and then select the check boxes for the alerts you want to receive. As shown in Figure 12-4, you can enter specific values for high and low price alerts, and set date-based alerts to remind you to purchase or sell a stock.
4. To save your alert, click **OK**.

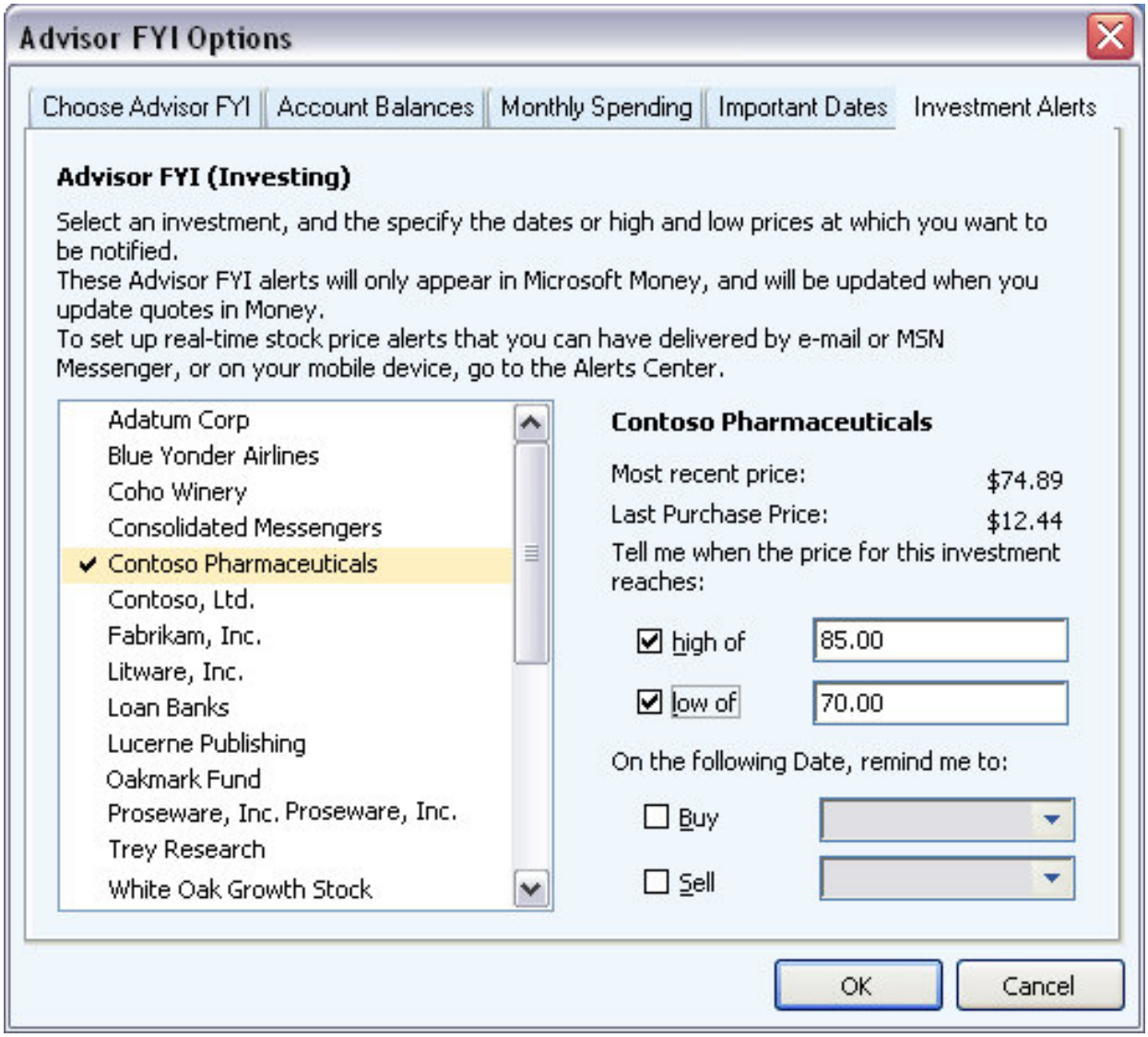
Advisor FYI Options
Choose Advisor FYI
Account Balances
Monthly Spending
Important Dates
Investment Alerts
Advisor FYI (Investing)
Select an investment, and the specify the dates or high and low prices at which you want to be notified.
These Advisor FYI alerts will only appear in Microsoft Money, and will be updated when you update quotes in Money.
To set up real-time stock price alerts that you can have delivered by e-mail or MSN Messenger, or on your mobile device, go to the Alerts Center.
Adatum Corp
Blue Yonder Airlines
Coho Winery
Consolidated Messengers
Contoso Pharmaceuticals
Contoso, Ltd.
Fabrikam, Inc.
Litware, Inc.
Loan Banks
Lucerne Publishing
Oakmark Fund
Proseware, Inc. Proseware, Inc.
Trey Research
White Oak Growth Stock
Contoso Pharmaceuticals
Most recent price: $74.89
Last Purchase Price: $12.44
Tell me when the price for this investment reaches:
high of 85.00
low of 70.00
On the following Date, remind me to:
Buy
Sell
OK
Cancel

Figure 12-5: Setting up an investment alert

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Chapter 4: Microsoft Money 2006 Basics

Keyboard shortcuts

In addition to navigating through Microsoft Money 2006 with links, icons, and text, you can also move through Money by using keyboard combinations.

Navigation

ALT + RIGHT ARROW	Forward
ALT + LEFT ARROW	Back
ALT + HOME	My Money home page

Main Sections

CTRL + SHIFT + A	Accounts list
CTRL + SHIFT + B	Bills summary
CTRL + SHIFT + C	Categories list
CTRL + SHIFT + I	Portfolio Manager
CTRL + SHIFT + P	Planning home
CTRL + SHIFT + T	Taxes home
CTRL + SHIFT + R	Reports home

Accounts & Bills

CRTL + F	Find a transaction
F3 or CTRL + H	Find and replace
CTRL + D	Insert today's date in the date field
PLUS SIGN (+)	Increase date by one day

MINUS SIGN (-)	Decrease date by one day
CTRL + S	Split a transaction
CTRL + M	Mark transaction cleared (C)
CTRL+SHIFT+M	Mark transaction reconciled (R)
ESC	Cancel changes

File commands

CTRL + O	Open file
CTRL + N	Create a new file

Editing

CTRL + C or CTRL + INSERT	Copy
CTRL + H	Find and Replace
CTRL + X	Cut
CTRL + V or SHIFT + INSERT	Paste
CTRL + Z or ALT + BACKSPACE	Undo last entry

Navigation

F1	Help
CTRL + P	Print
CTRL + K	Calculator
ALT + F4	Close Money

Tip

For a more extensive list of keyboard shortcuts, click the **Help icon** in Money, enter "shortcuts" into the Search for help field, and then click **Search**.

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Chapter 7: Make Money Work Smarter for You

Focus on saving for lifetime goals and retirement

Microsoft Money's Lifetime Planner helps you to accomplish your long-term financial goals. These goals might include retirement, paying for college, or taking a sabbatical from work.

You can try out just about any event that might have a major financial impact on your lifetime plan. For example, you can "model" what would happen if you took some time off work, received an inheritance, sent all your kids to college, or retired early. You can enter these events in your plan or try out the Financial Event Modeler. This feature uses your actual data, but lets you test different scenarios without actually putting them in your lifetime plan.

Your lifetime plan is automatically integrated with information you enter elsewhere in Money. For example, when you update the balances of your investment accounts and other accounts in the Banking area, they're automatically updated in the Lifetime Planner.

Once you create your lifetime plan, the Lifetime Planner tells you what you need to do to start following through. If you keep your accounts current, update your goals as they change, and try to follow the other strategies suggested throughout the Lifetime Planner, your forecasts will be accurate, no matter where life takes you.

Tip
The Lifetime Planner requires detailed information on your finances, including your investments, retirement accounts, and assets, as well as living expenses and other data. If you haven't already entered this information in Money, the Lifetime Planner will walk you through how to add it.

Step-by-Step
A comprehensive walk-through of the Lifetime Planner is available. Click here to read how to use the planner, with each step clearly outlined for you.

To create a lifetime plan:

1. Click **Planning**, click **Planning Tools**, and then click **Lifetime Planner**.
2. Click **Get going on your plan**.
3. Enter all required information, and then click **Next**.
4. Repeat step 3 until you get to the **Action Plan** page.
5. Review the Action plan, and then click **Finish**.

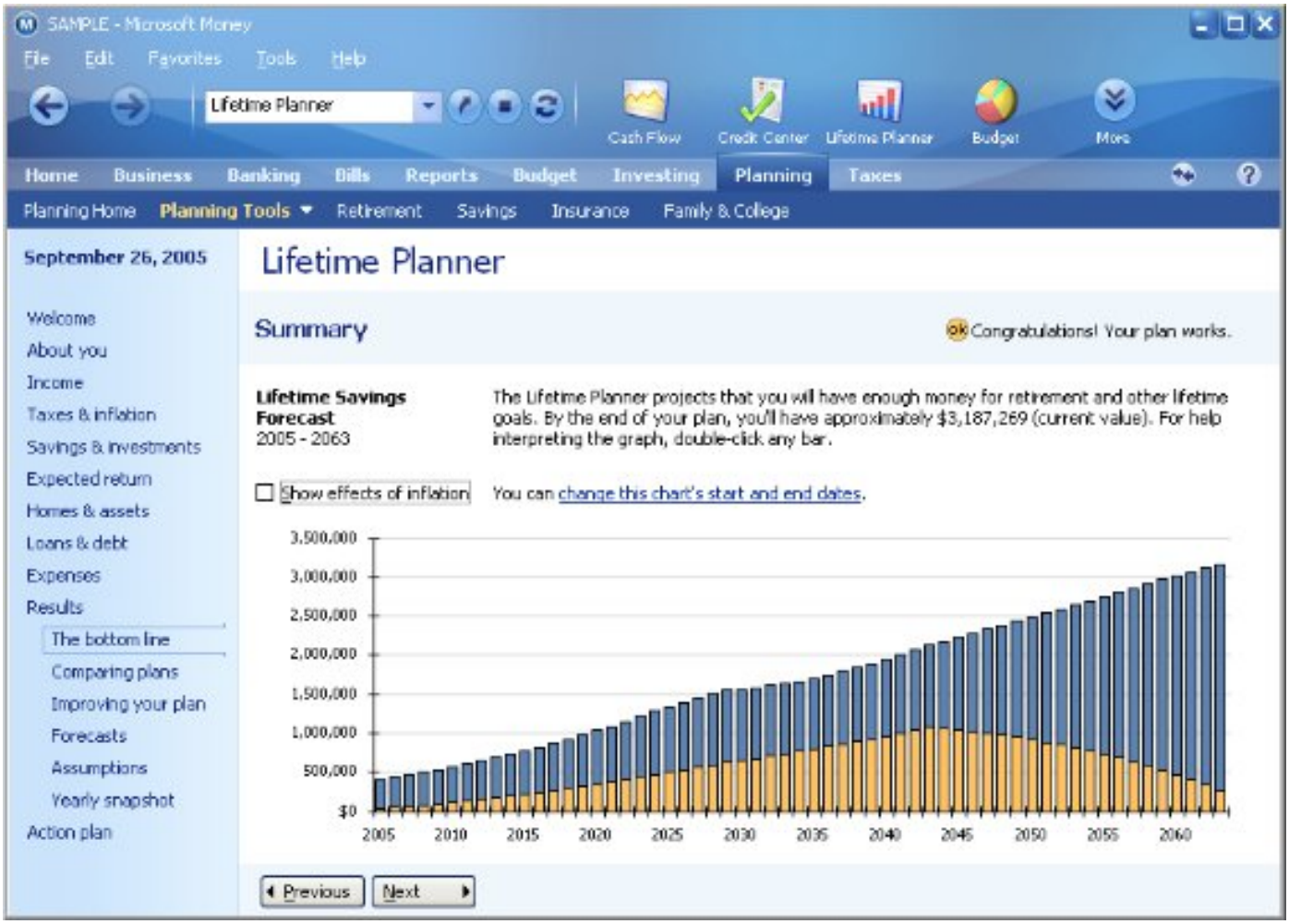

Figure 7-8: Lifetime Planner summary screen

Make a quick change to your lifetime plan

If you have a change in your life, such as the purchase of a new car, you may want to update your lifetime plan without reviewing the whole plan.

1. Click **Planning**, click **Planning Tools**, and then click **Lifetime Planner**.
2. In the left pane, click **Results**, and then click **Comparing plans**.
3. In the lower-right corner of the screen, click **Edit Current Plan**.
4. Review the list of life events, and then click the one that describes your situation.
5. Make your changes, and then click **Done**.

Set a lifetime plan as a baseline plan

1. Click **Planning**, click **Planning Tools**, and then click **Lifetime Planner**.
2. If you have not already done so, make any changes to your lifetime plan that you want to include as your baseline.
3. In the left pane, click **Results**, and then click **Comparing plans**.
4. Review the chart and make sure that your updated plan is satisfactory.
5. Click **Set New Baseline**.

What's next

By now you've probably realized that Money contains a wealth of information to help you with your finances. The next chapter, Using Microsoft Money with the Internet, shows you the wonderful world of online banking, online bill paying, and much more!

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Chapter 2: Getting Started with Microsoft Money 2006

After you install Microsoft Money 2006, it's easy to get started!

Icon

If you select the Express installation or if you select **Install desktop shortcuts to Microsoft Money and MSN Money** during the Custom installation, the Microsoft Money icon is automatically added to your Microsoft Windows Start menu.

To add the Money icon to your desktop:

1. Click **Start**, and then point to **Programs** or **All Programs**.
2. Right-click Microsoft Money 2006, point to **Send To**, and then click **Desktop (create shortcut)**
   .

To start Microsoft Money

- Double-click the Microsoft Money 2006 icon on your desktop.

  -or-

- Click **Start**, point to **Programs**, and then click Microsoft Money 2006.

Continue >>

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Chapter 3: Upgrading to Microsoft Money 2006

Upgrading from an earlier version of Microsoft Money

Microsoft Money 2006 will detect the data file from the earlier version of Microsoft Money, create a backup copy, and immediately begin converting the file. If a file is selected that you do not want to use, or if Money does not locate a file to upgrade, on the **File** menu, click **Open**, and and then double-click the Money file that you want to upgrade. After you open the file, Money creates a backup copy in the same directory to help ensure that your data is safe.

1. To begin the conversion process, click **Next**. It may take a few moments depending on the speed of your computer and the size of your Money file.
2. When conversion is complete, Money prompts you to create a password for your data file.
3. After you have set your password, the following screen provides you with the option to set up your accounts, pay bills, or take a tour.

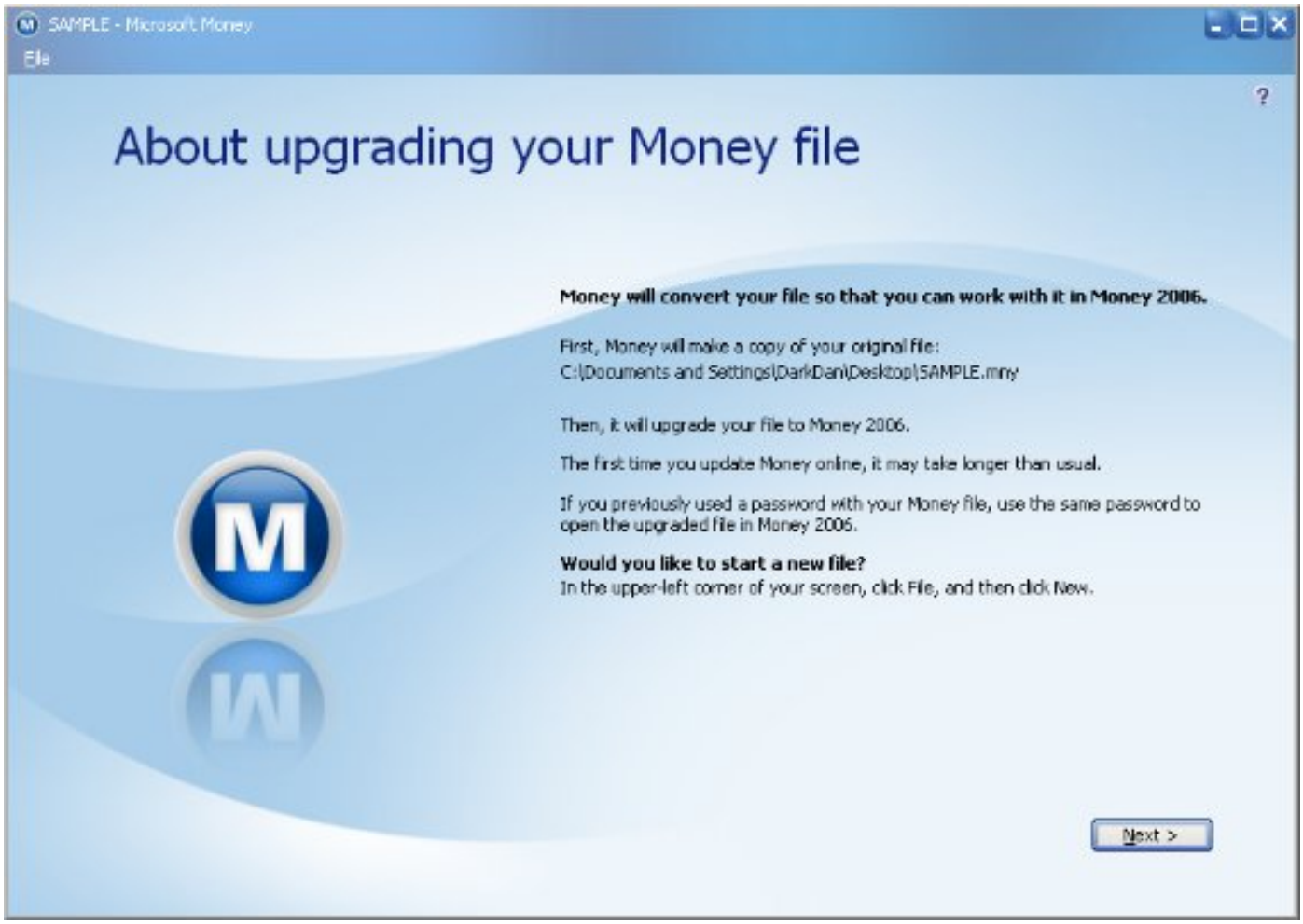
SAMPLE - Microsoft Money
File
About upgrading your Money file
Money will convert your file so that you can work with it in Money 2006.
First, Money will make a copy of your original file:
C:\Documents and Settings\DarkDan\Desktop\SAMPLE.mny
Then, it will upgrade your file to Money 2006.
The first time you update Money online, it may take longer than usual.
If you previously used a password with your Money file, use the same password to open the upgraded file in Money 2006.
Would you like to start a new file?
In the upper-left corner of your screen, click File, and then click New.
Next >

Figure 3-1: Converting your Money file to Money 2006

What's next

If you're upgrading from Quicken to Microsoft Money 2006, read the next page. If you've already converted your file, move on to Chapter 4: Microsoft Money 2006 Basics. Chapter 4 introduces you to the Money home page, explains how to navigate and use Money, and covers all of the fundamentals, including keyboard shortcuts, program icons, and Microsoft Money Help.

If you would like to begin working with your finances, skip to Chapter 5: Getting Started with Accounts, Bills, and Paychecks, which addresses creating new accounts, entering bills, and setting up your paycheck information in Money.

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Chapter 5: Getting Started with Accounts, Bills, and Paychecks

Understanding Microsoft Money 2006 accounts

Money allows you to set up accounts for banks, brokerages, and credit cards—as well as for non-monetary items like your house, vehicles, and employee stock options—all in one convenient place, so you can track balances and valued assets easily.

Create a new account

1. Click **Banking**.
2. Click **Add a new account**.
3. Choose the account type (as shown in Figure 5-1), and then click **Next**.
4. Select the name of your bank or brokerage. If your financial institution is not displayed, click **My bank or brokerage isn't listed**, and then click **Next**.
5. Depending on the type of account you are setting up, Money will walk you through additional questions to gather information about your account.

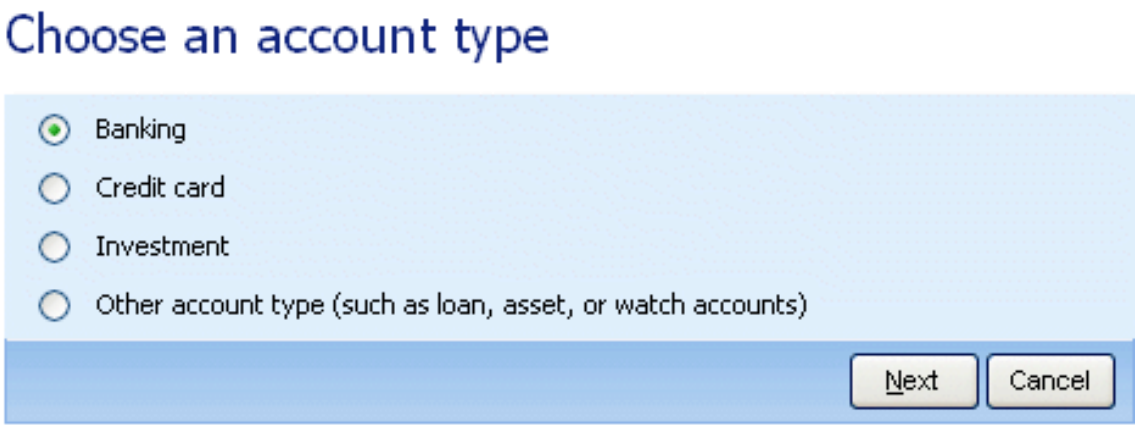

Figure 5-1: Selecting an account type during new account setup

Tip
If you want Money to have more detailed information for calculating this year's taxes, enter your starting balance for each account from the first of the year and enter all of this year's transactions (deposits, withdrawals, and transfers) for each account. This feature is available if you are setting up accounts in the Advanced Account Register.

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Chapter 10: Anytime, Anywhere Access to Your Money Data

As you increasingly use Microsoft Money to manage your personal finances, you might want to access the information in your Money file while away from your primary computer. For example, you could enter a check at work that you wrote at the supermarket, or you could check the performance of an investment while you're on vacation.

Microsoft Money for Windows Mobile™-based Pocket PC and synchronization with MSN Money and MSN Money Plus are useful ways for anywhere, anytime access to your financial information.

Microsoft Money for Windows Mobile-based Pocket PC

If you've ever wanted to manage your finances, balance your checkbook, and check your stock portfolio on the go, you need Microsoft Money for Windows Mobile-based Pocket PC, available for free from the Microsoft Money website. Synchronize with the information you've already entered into Microsoft Money on your desktop computer.

Glossary
Pocket PC
A Pocket PC is a Microsoft Windows powered handheld computer which includes "pocket" versions of your favorite applications like Outlook, Word, and Internet Explorer. Pocket PCs are manufactured by Casio, Hewlett-Packard, and many other hardware companies. For more information, visit www.pocketpc.com.

You can use Microsoft Money for Windows Mobile-based Pocket PC to:

- **Enter transactions on the go.** When you write a check in the supermarket, enter the check number, amount, and payee into Microsoft Money for Windows -based Pocket PC. The transaction will automatically be copied to your desktop version of Money the next time you synchronize. You can finally throw away that paper check register!
- **Get accurate account information anytime.** Because Microsoft Money for Windows Mobile-based Pocket PC is updated every time you synchronize your device, you are always carrying updated bank records with you. You can verify that transactions have cleared your bank, quickly check account balances, and carry customer service information with you at all times.
- **Track your stock portfolio anywhere you are.** Microsoft Money for Windows Mobile-based Pocket PC copies the stocks from your desktop and displays them on a specially designed Investments screen. Price per share, total stock value (based on the number of shares you own), and your total net worth are automatically calculated. You can even update the stock prices online directly from your Pocket

PC!

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Chapter 15: Managing Your Money File

Working with the Money sample file

You can create a new Money file to experiment with various features without affecting your real Money data. To help you experiment, Microsoft Money includes a sample file that you can open to see how a fictitious family (the Andersons) have used Microsoft Money to track their finances.

1. On the **File** menu, click **Open**.
2. Locate the folder that contains Microsoft Money, (usually located in the Program Files folder on your hard drive), and then click **Sample.mny**.
3. Click **Open**.

Tip

To return to your original file, on the **File** menu, click its name.

What's next

Congratulations! You have completed all chapters of the Microsoft Money 2006 User's Guide. You may find Chapter 16: Help and Product Support helpful to review so that you know what product support options are available to you. You can also continue on to the Money 2006 Step-by-Step Tutorials, which are instructions that walk you through specific features in Microsoft Money.

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Chapter 13: Creating Financial Reports

Reports home

Money can create reports on just about any financial topic you can imagine. There are many ways to generate reports with the information in your Money file. You can create reports with pie charts, bar graphs, or line charts, and you can customize each report. You can choose from many categories, such Income and Expenses, Assets and Liabilities, Investment, Taxes, and Cash Flow. To get started, click **Reports** to get to the Reports home page.

Tip
Microsoft Money 2006 includes two different ways to look at your reports: Essential Reports and Advanced Reports. Essential Reports provide the simplified financial overviews most users need while Advanced Reports provide in-depth financial reporting. To learn more or switch between these views, in the left pane, under **Other Tasks**, click **Change Report Settings**.

Essential Reports

The Essential Reports home page provides an at-a-glance view of Spending by Category and Spending by Payee charts. Some of the report types that Essential can create are:

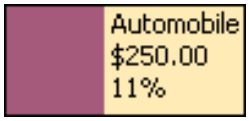
- **Spending by Category or Payee.** See how much you paid in specific categories or to individual payees.
- **Net Worth.** See how your assets stack up against your liabilities.
- **Credit Card Debt.** Track how much you owe on credit cards you've set up in Money.

Advanced Reports

The Advanced Reports home page contains several different report categories:

- **Income and Expenses.** Reports on your spending and income, including categories and transactions.
- **Investments.** Portfolio value, performance, asset allocation, and more.
- **Taxes.** Capital gains, loan interest, and additional reports to help file your taxes.
- **Comparison Reports.** Review your spending across two separate time periods.
- **Monthly Reports.** A financial summary automatically generated by Money each month.

Icon



When the magnifying glass appears, hold your mouse still for a moment over a chart or graph to display a pop-up that displays additional information. For example, hovering over the monthly expenses pie chart displays the exact amount of money spent for the month in each category, and the percentage for that category compared to the total spending for the month.

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Chapter 10: Anytime, Anywhere Access to Your Money data

About accessing your Money data on the Internet

Many of the online features of Microsoft Money 2006 work by synchronizing your Money file with the MSN® Money service. When your Money file is synchronized with the MSN Money website, you can:

- View your financial information from any computer.
- Update your account information automatically.
- Pay your bills with MSN Bill Pay from both Money and the MSN Money website.
- Allow a partner or spouse to share access to your accounts.

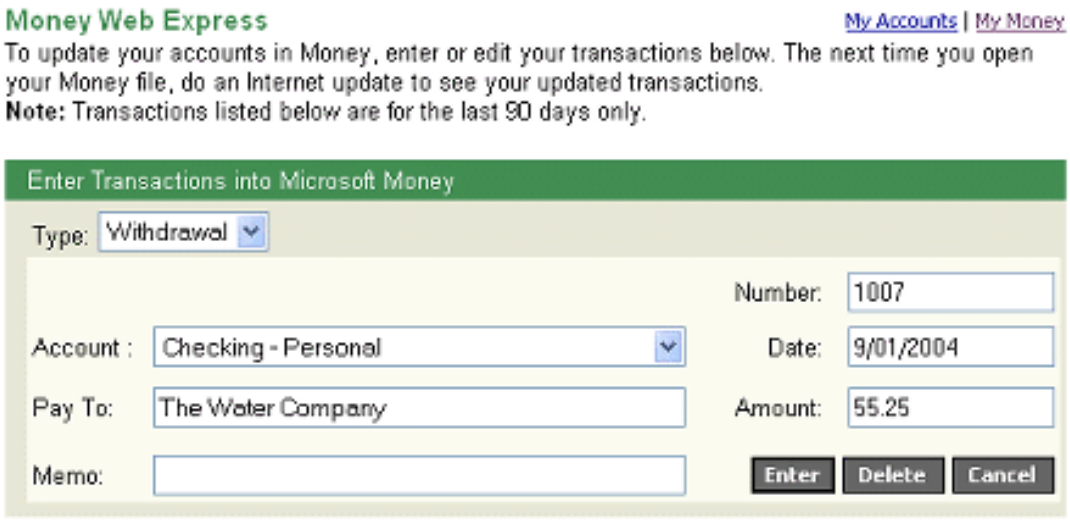
Money Web Express
My Accounts | My Money
To update your accounts in Money, enter or edit your transactions below. The next time you open your Money file, do an Internet update to see your updated transactions.
Note: Transactions listed below are for the last 90 days only.
Enter Transactions into Microsoft Money
Type: Withdrawal
Number: 1007
Account : Checking - Personal
Date: 9/01/2004
Pay To: The Water Company
Amount: 55.25
Memo:
Enter
Delete
Cancel

Figure 10-1: Entering a transaction in MSN Money

If you choose to synchronize your Money file with the MSN Money website, your Money data will be associated with your Microsoft Passport Network credentials (e-mail address and password). Your Money data is only accessible with these unique credentials.

If you don't want your Money file to be synchronized with the MSN Money website, you can turn off that feature. If you decide later that you want to use some of Money's online features, you can then turn on the synchronization feature.

Tip

For each set of Passport Network credentials, only one Money file can be synchronized with the MSN Money website.

View data from any computer

When you synchronize your Money file with the MSN Money website, you can view your Money data from any computer connected to the Internet. You can also receive automatic account updates and share your Money file with a partner or spouse.

You must sign in to your Money file using Passport Network credentials to synchronize your Money file with the MSN Money website and to view your Money file from a different computer.

1. In Microsoft Money on your desktop, on the **Tools** menu, click **Settings**.
2. Click **Access your Money data on the Web**.
3. Follow the instructions on the screen.
4. After your Money file is synchronized with the MSN Money website, go to http://moneycentral.msn.com on any computer.
5. Click **My Money**, and then sign in with your Passport Network credentials.

Important

You must use these Passport Network credentials to sign in to your Money file.

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Chapter 8: Using Microsoft Money with the Internet

Setting up online banking with your financial institution and Microsoft Money 2006

Switch an account from manual to online updates

To set up online updates, you'll need your online sign-in information for your bank. If you haven't used online banking at your bank, Money will help you request a sign-in name and password.

1. Click **Banking**.
2. On the **Account Tools** menu, select **Manage Online Services**.
3. Find the account, and then click **Set up online services**.

Step-by-Step
These are detailed instructions that describe how to set up online banking in Microsoft Money. There are also illustrations of each screen in the process, as well as helpful information on what you need to do to prepare for online banking.

Step-by-Step

Depending on your financial institution's online capabilities, you can either use automatic updates or downloadable statements.

To determine which service your bank or broker uses:

1. Click **Banking**.
2. On the **Account Tools** menu, select **Manage Online Services**. The features for each account that has online services enabled are listed under **Services**.

Tip

When you set up an account for online updates, Money automatically sets up online updates for any other accounts you have at that bank or brokerage.

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Chapter 8: Using Microsoft Money with the Internet

Online bill pay

The old-fashioned way to pay a bill was to write a check and mail it. Microsoft Money 2006 can access online bill paying services, which allows you to pay anyone—from your babysitter to your electric company—electronically, right from your computer. It's faster than writing a check, it keeps a record of your payments, and it saves you money on stamps and trips to the post office. Plus, because you enter the information directly into Money, you reduce the chance of data entry errors and help to ensure that the information in your account is always current.

Online bill pay with your bank or brokerage

To pay a bill online, you must have at least one account that allows online transactions. Contact your bank or brokerage to find out if it offers both online statements and bill payment through Money. If it does, sign up with the bank for the new service, and then set up your account to use online bill payment and online statements.

If your financial institution does not offer online bill payment, you can still sign up for online bill payment through another provider, such as MSN® Bill Pay.

Pay a bill online with Money 2006

Now you are ready to make your first online bill payment.

1. Click **Bills**.
2. In the left pane, under **Common tasks**, click **Make a one-time payment or transfer**, and then click **Make an electronic payment**.
3. Enter the payment information, and then click **Submit Payment**.

If you are connected to the Internet, you can schedule the payment to be made immediately, without the hassle of writing checks, buying stamps, and manually entering data in several places.

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Chapter 9: Take Managing Your Money to New Heights with Free Financial Services

Payroll for Money powered by PayCycle™

Payroll can be a big headache for small business owners. It requires tedious paycheck calculations and keeping up with complicated payroll tax laws. Now you can say goodbye to payroll hassles with Payroll for Microsoft Money powered by PayCycle. Available with Microsoft Money 2006 Small Business.

Tip

For complete information on using this service, check out the Payroll for Money powered by PayCycle section of Chapter 14: Microsoft Money Small Business.

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Chapter 8: Using Microsoft Money with the Internet

Microsoft Money 2006 includes a number of powerful, Internet-based financial management features. These features allow you to keep your bank statements up to date, pay bills, and even surf the Internet using the Money browser to visit sites like MSN® Money News or the MSN Decision Center.

Set up Money for online services

To begin, you need to tell Money how you connect to the Internet. If entered this information when you set up your Money file, you can skip this step.

1. On the **Tools** menu, click **Settings**.
2. Click **Browser settings**.
3. If you have not already configured Windows to connect to the Internet, click the **Connection Settings** button, enter the settings for your Internet service provider (ISP), and then click **OK**. If you need help, contact your Internet service provider.
4. Click **Browse the Internet from within Money** to use the Money Browser, or click **Always use my default browser to browse the Internet** if you prefer to launch your own Web browser when you click on Internet links within Money.

For more information, see the Microsoft Money 2006 Internet-based services policy located at http://money.msn.com/Money/2006/IBSP.asp

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Chapter 9: Take Managing Your Money to New Heights with Free Financial Services

DeductionPro Software from H&R Block

Track your donations year-round with DeductionPro Software from H&R Block, one of the most respected names in tax preparation. This offering is available with Microsoft Money 2006 Premium and Small Business.

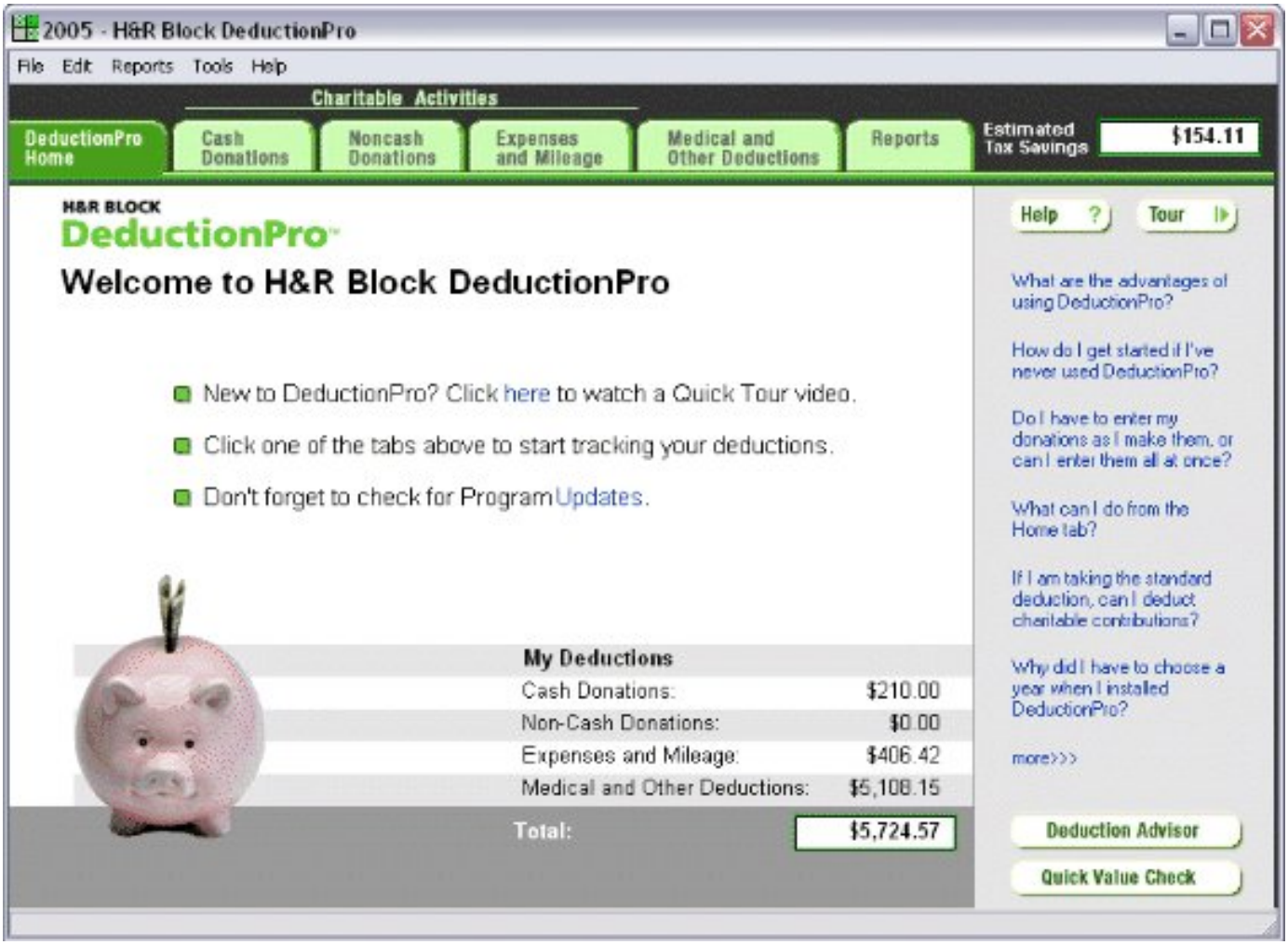
2005 - H&R Block DeductionPro
File Edit Reports Tools Help
Charitable Activities
DeductionPro Home
Cash Donations
Noncash Donations
Expenses and Mileage
Medical and Other Deductions
Reports
Estimated Tax Savings
$154.11
H&R BLOCK
DeductionPro
Welcome to H&R Block DeductionPro
New to DeductionPro? Click here to watch a Quick Tour video.
Click one of the tabs above to start tracking your deductions.
Don't forget to check for Program Updates.
Help
Tour
What are the advantages of using DeductionPro?
How do I get started if I've never used DeductionPro?
Do I have to enter my donations as I make them, or can I enter them all at once?
What can I do from the Home tab?
If I am taking the standard deduction, can I deduct charitable contributions?
Why did I have to choose a year when I installed DeductionPro?
more>>>
My Deductions
Cash Donations: $210.00
Non-Cash Donations: $0.00
Expenses and Mileage: $406.42
Medical and Other Deductions: $5,108.15
Total: $5,724.57
Deduction Advisor
Quick Value Check

Figure 9-1: DeductionPro Software from H&R Block

The software tracks cash donations, non-cash donations, mileage, medical expenses, and more to generate tax summary and itemized donation reports. DeductionPro also includes accurate fair-market values to take the guesswork out of making donations and the Deduction Advisor helps ensure you won't miss an important tax credit that can save you money.

To download your DeductionPro software:

1. On the **Tools** menu, click **Financial Services**.
2. Under **Free H&R Block DeductionPro**, click **Get Started**.
3. Click **Download Now**.

Please refer to your Microsoft Money 2006 product for full offer details.

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Chapter 8: Using Microsoft Money with the Internet

Storing online passwords in the Password Manager

If you are using automatic statement downloads and online bill payment, you probably have quite a few passwords to remember. Rather than trying to memorize them all, and entering them individually whenever Money connects to your bank, you can store them in the Password Manager.

1. On the **File** menu, click **Password Manager**.
2. Select the check boxes next to the online financial services accounts for which you want Money to store the passwords.
3. Enter the password for the account.
4. Repeat steps 3 and 4 until you have saved passwords for all of your accounts.
5. To save the passwords, click **OK**.

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Chapter 14: Microsoft Money Small Business

Tracking time, payables, and receivables

If you charge your clients by the hour, Money can help you track the time you spend on projects. In addition, the billable time can be directly imported into invoices for your clients. You can track the expenses from external vendors involved in your projects by entering them as business-related bills. You can then add these expenses to your invoices and mark up the expenses before passing the costs on to your customer in an invoice.

To enter a new time item:

1. Click **Business**, and then on the **Resources** menu, click **Time Tracking**.
2. Click **New**.
3. If you have already entered the customer information for whom this time item is to be billed, click the down arrow next to the **Customer name** field, and then select the customer. Otherwise, enter the name manually.
4. If you have entered the service on your products and services list, click the down arrow next to the **Service name** field and select the type of service you are performing. Money automatically enters the name, description, and rate. Otherwise, enter the information manually.
5. Select the start and end dates, and then enter the number of hours for this item. Money automatically calculates the total for you.
6. Click **Done**.

To enter a bill from a vendor:

1. Click **Bills**, and then click **Bills Summary**.
2. Click **New**, and then click **Bill**.
3. Enter the details of the bill.
4. In the **Next due date** field, enter the date when the vendor requires payment. This allows you to hold on to your cash as long as possible, while Money notifies you of the upcoming bill.
5. If you expect this bill to be a one-time occurrence, change the **Frequency** field to **Just once**.
6. Select a business-related category for the transaction.
7. To set this up as a business expense, you can itemize on a client invoice, click **Reimbursable**. To see the Reimbursable option, you must have a business-related category selected.
8. To save the bill, click **OK**.

Icon

Business-related categories can be quickly identified by this icon. It appears to the left of all categories that are designated as professional services income or expenses.

To create an invoice for a customer:

1. Click **Business**.
2. Click **New Invoice**.
3. If you have already entered the customer information for the recipient of this invoice, click the down arrow next to the **Customer** field, and then select the customer. Otherwise enter the name manually.
4. Optionally, enter a descriptive name for the general job or project for this bill in the **Project** field.
5. Enter an **invoice date** and **invoice number** on the right side of the page.
6. To add regular products and services to the invoice, click the **Add Item** button, select the product or service from the list and then enter the quantity of hours. To save the item, click **OK**.
7. To add time items to the invoice (which should be entered already using the instructions above), click **Add Time/Expenses**, and then **click Add Time Item to this Invoice**. Select the appropriate time item, and then click **OK**.
8. To add reimbursable items to the invoice (which should be entered already using the instructions above), click **Add Time/Expenses**, and then click **Add Reimbursable Expenses to this Invoice**. Select the appropriate time item, enter a percentage or fixed markup, and then click **OK**.
9. When you are finished, your screen should look like Figure 14-4. To return to your list of invoices, click **Save and Done**. Or, to save this invoice and start on a new blank invoice, click **Save and New**.

Figure 14-4: Customer invoice created in Money Small Business

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Chapter 5: Getting Started with Accounts, Bills, and Paychecks

Entering your paychecks

Important
The following instructions are for Advanced Bills. To switch to Advanced Bills, click **Change Bills Settings** on the Bills summary screen, and then click **Switch to Advanced Bills**.

Before you edit a recurring paycheck deposit to reflect deductions, have a paycheck stub handy. With Microsoft Money 2006, you can track your paychecks by net pay or by gross pay.

Glossary
Net pay
Net pay is the amount that remains after the taxes and other withholdings are deducted. This amount is sometimes called take-home pay.

To enter your paycheck by using the net payment method:

1. Click **Bills**.
2. Click **New**, and then click **Paycheck**.
3. Click **No, track only net pay**, and then click **Finish**.
4. Follow the instructions on the screen.

Glossary
Gross pay
Gross pay is the amount of money you earn from your employer before tax deductions and other withholding, such as Social Security, Medicare, payments for health insurance, and contributions to your retirement account, pension fund, and savings account. Tracking each of these deductions in Money will help you with tax information and planning.

To enter your paycheck by using the gross payment method:

1. Click **Bills**.
2. Click **New**, and then click **Paycheck**.
3. Select **Yes, track taxes and other deductions**, and then click **Next**.
4. Follow the instructions on the screen.

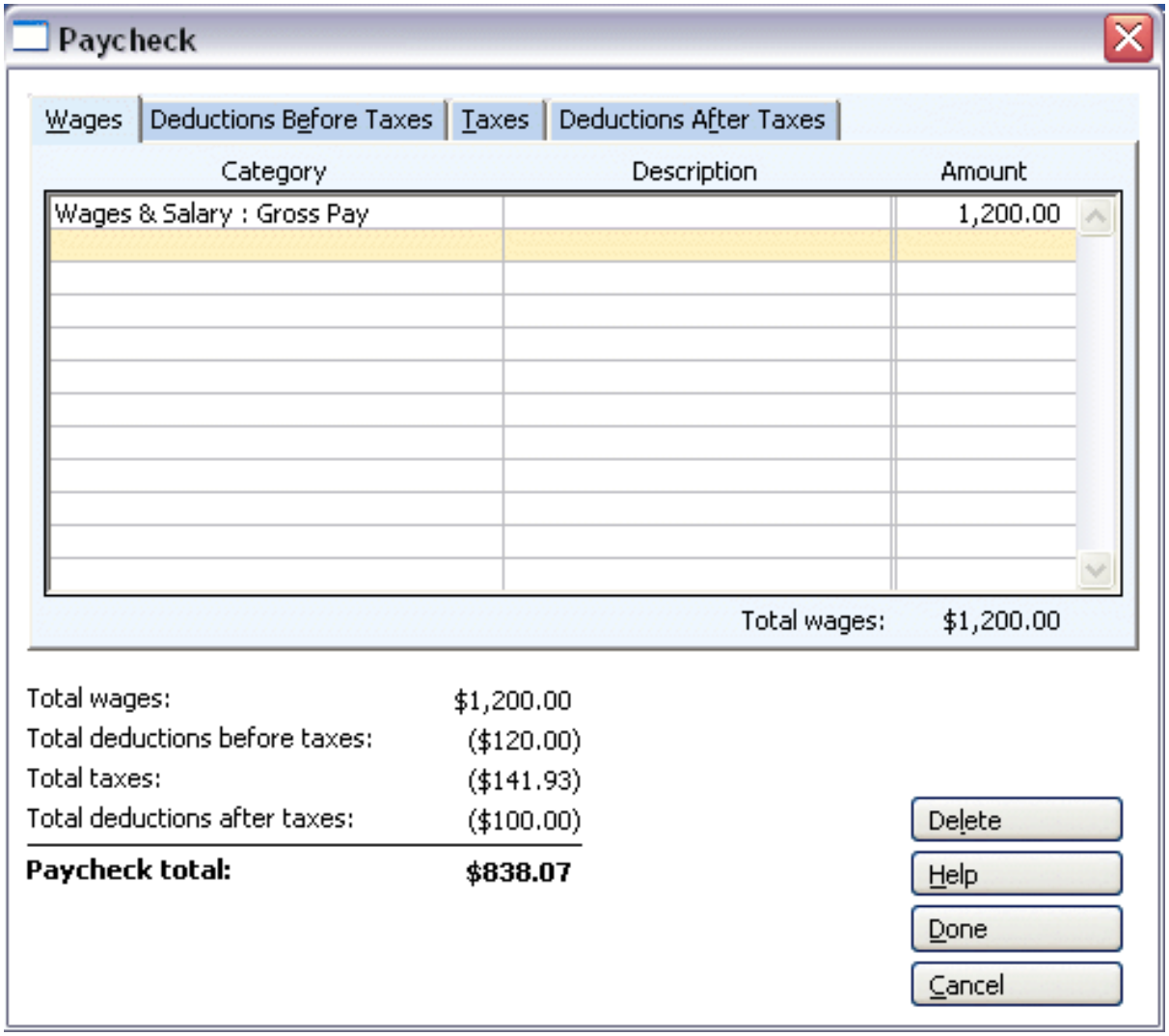

Figure 5-4: Tracking gross pay with Paycheck

What's next

Now that you have Microsoft Money installed and set up, it is time to focus on managing your finances on a daily basis. The next chapter, Chapter 6: Managing Your Accounts, focuses on using the account register, paying bills, balancing your bank accounts, and monitoring your spending with cash flow analysis and comparison reporting.

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Chapter 14: Microsoft Money Small Business

Payroll for Money Powered by PayCycle™

Small business payroll requires tedious paycheck calculations and keeping up with complicated payroll tax laws. Now you can say goodbye to payroll hassles with Payroll for Microsoft Money powered by PayCycle. If you haven't used PayCycle before, follow these steps:

1. Start Microsoft Money 2006 Small Business.
2. On the **Tools** menu, click **Financial Services**.
3. Under free online payroll for one year, click **Get Started**.
4. On the subsequent screen, enter your contact information, and then click **Submit**.

After you've signed up for PayCycle, follow these steps:

1. **Log-in.** Sign in to PayCycle's website, and then click the **PAY DAY** button.
2. **Enter your payroll information.** For each employee, enter the overtime, vacation, and sick time, as well as any bonuses they have earned. For each hourly employee, enter the actual number of hours they have worked during this pay period. Then click **CREATE PAYCHECKS.**
3. **Review and approve.** PayCycle automatically calculates all tax withholdings and deductions with accuracy that PayCycle guarantees. The results are shown on the **Approve Paychecks** screen. You can make edits or view additional details for each employee's paycheck with one mouse click. After reviewing the calculations, click **APPROVE**.
4. **Pay employees.** Payroll for Microsoft Money powered by PayCycle includes valuable reminders to help ensure you never miss a payday or a tax deadline. There are 12 different reports, from Tax Liabilities to Deductions, so you're always in control of your payroll data. Payroll for Money integrates with Microsoft Money and includes a one-click export to Microsoft Excel. It supports voluntary deductions like retirement plans and insurance premiums, and tracks vacation and sick days. For an additional fee, you can also set up direct deposit of paychecks, electronic submission of W-2s, tax payments, tax filings, and more.

Figure 14-8: Entering your payroll information

What's next

Because Money Small Business stores your personal and professional financial information in one place, it is important to help safeguard this data. Chapter 15:

Managing Your Money File shows you how to back up and restore your data, and how to create additional Money files.

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Chapter 12: Managing and Tracking Your Investments

Microsoft Money 2006 includes some fantastic investment tools for everyone, from the beginning investor to the active day trader. You can use Money to track, manage, and closely monitor your investments. Regardless of whether you invest with one brokerage firm or many, Microsoft Money puts all of your investments in one place for easy reference: the Portfolio Manager.

Portfolio Manager

The Portfolio Manager gives you a comprehensive view of all of your investment accounts. In the Portfolio Manager, you can:

- Record and view your most recent buy, sell, and other transactions.
- Update investment prices.
- View price history, basic analysis data, and details such as ticker symbols, cost basis, and tax status.
- Analyze price, performance, and other data in reports.
- Customize your portfolio view, choosing from 75 columns of financial data.
- Record mergers, spin-offs, transfers, and splits.

To access the Portfolio Manager:

1. Click **Investing**.
2. Click **Investing Tools**, and then click **Portfolio Manager**.

By default, transactions are grouped by the accounts in which they are held. To view the transactions for an investment, click the plus sign (+) to the left of an item; it will expand to show the purchases, sales, and other activities for that investment. As shown in Figure 12-1, the Portfolio Manager maintains a wealth of information on each investment, and includes an investment performance summary that gives you the details of your most active investments.

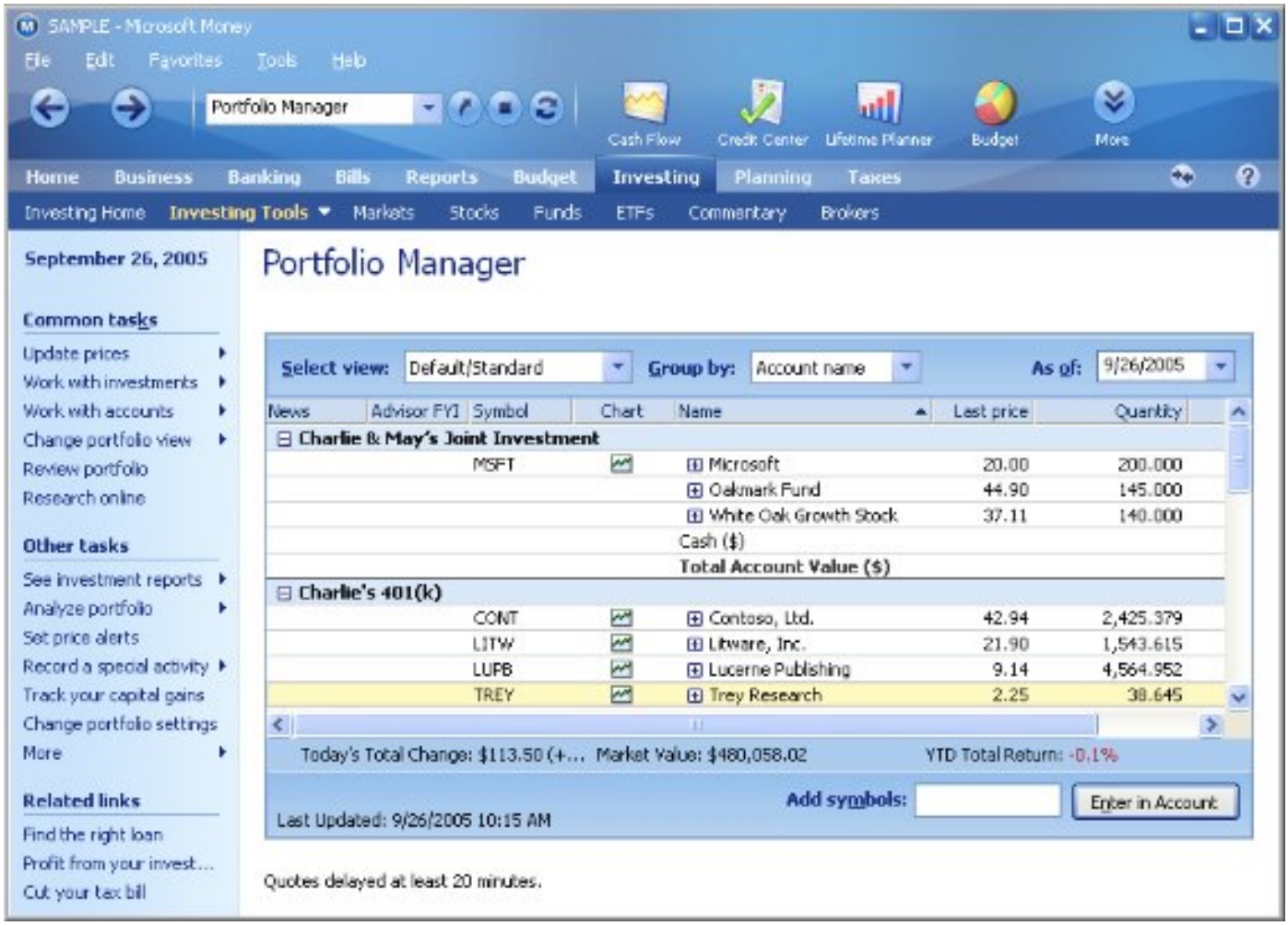

Figure 12-1: Portfolio Manager

With Portfolio Manager, you can quickly update your stock prices automatically or manually. While connected to the Internet, Money will download price and stock data from MSN Money for publicly-traded companies when you select **Update prices now** from the **Update prices** menu in the left pane. For private firms or stocks for which data cannot be automatically downloaded, select **Update prices manually** from the **Update prices** menu in the left pane. Money will display a list of your stocks and ask you to enter the price and the date on which the investment hit that price.

Edit an account in Portfolio Manager

You can update contacts, online services, and cash portion information for any account in Portfolio Manager.

1. Click **Investing**.
2. Click **Investing Tools**, and then click **Portfolio Manager**.
3. Double-click the investment account you want to edit.
4. After you make your changes, click **Done**.

At-a-glance portfolio performance

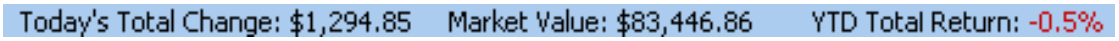

Figure 12-2: Portfolio performance banner

As you work, you can check the overall performance of your investments at the bottom of the Portfolio Manager, as shown in Figure 12-2. A single line shows you the change in value for the day, the market value of your entire portfolio, and your year-to-date return on investment.

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Chapter 12: Managing and Tracking Your Investments

Customizing the Portfolio Manager

You can customize the layout of the Portfolio Manager to better suit your needs. To select a general layout, in the left page under **Common tasks**, click **Change portfolio view**. You can select from the following views to help you gain different perspectives on your investments:

- **Standard.** The latest prices, news, and values of your investments.
- **Asset Allocation.** The breakdown of how your portfolio is invested.
- **Performance.** The value and performance of your investments over time.
- **Return Calculations.** Your return on investments over various time periods.
- **Valuation.** The cost basis, current value, and additional income of your investments.
- **Quotes.** Detailed stock ticker information, including daily prices, 52-week highs and lows, last price, change, and trading volume.
- **Holdings.** The price, quantity costs basis, market value, gain, percentage of portfolio, and target price.
- **Fundamental Data.** Analysis data, such as earnings per share, and the price-to-earnings ratio, also known as the PE ratio.
- **Options.** Available stock options, with quantity, strike price, and expiration information.
- **Employee Stock Options.** The options from your company with stock grants, vesting, and market value information.
- **Bonds.** A list of your bond assets, with the yield, maturity/call dates, bond type, credit rating, and more.

After you visit your portfolio a few times, you might find you want to create an entirely new view that only displays the accounts and columns that you select.

To create a custom view in your portfolio:

1. In the left page, under **Common tasks**, click **Change portfolio view**, and then click **Customize current view**.
2. Follow the instructions on the screen.

Figure 12-3 shows the screen where you can add and remove columns for your custom view.

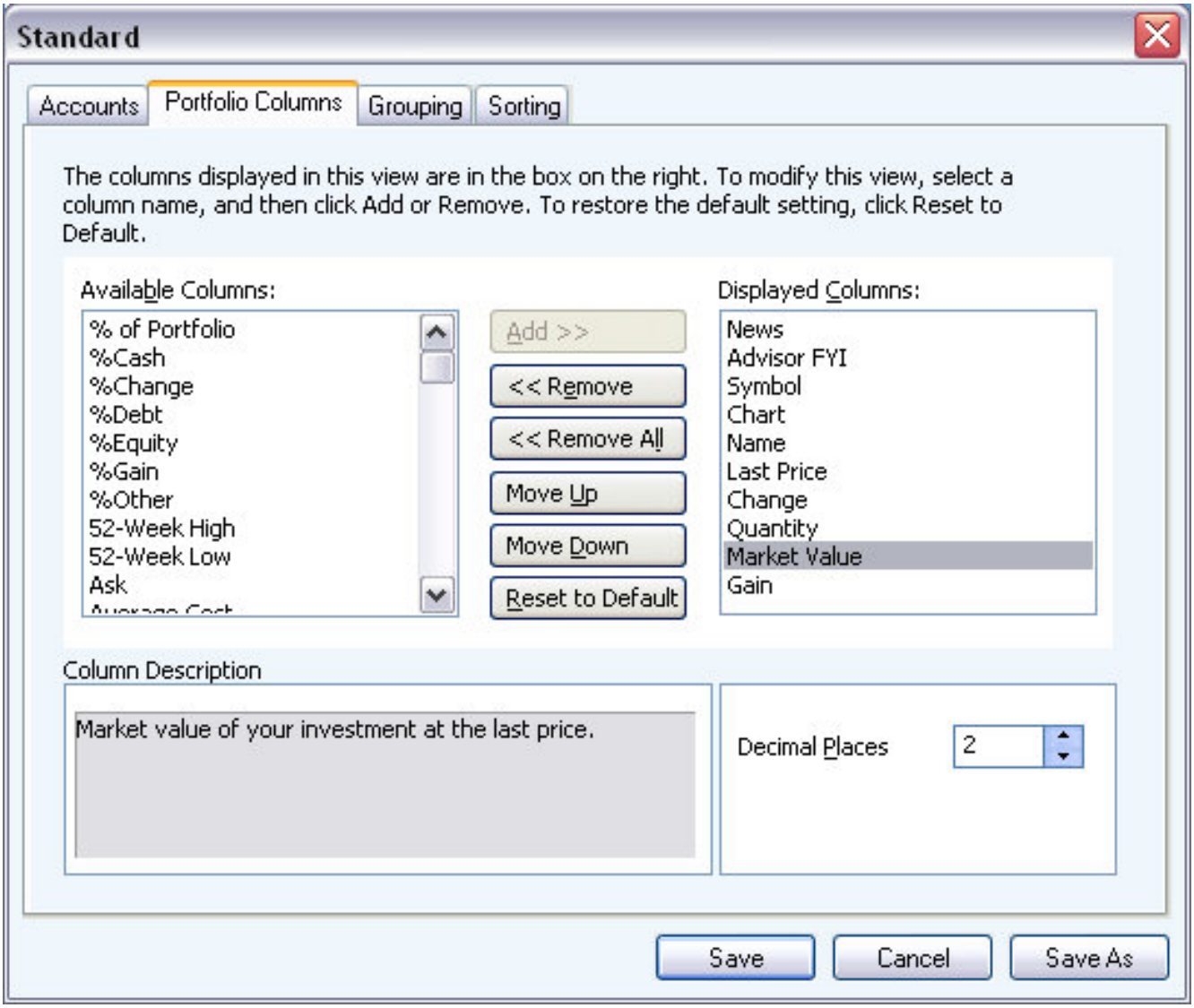

Figure 12-3: Selecting columns in a custom portfolio view

Your custom-made view is now available as an option in the View list at the top of the portfolio page. You can return to it any time and customize it further. To change your custom view or modify any of the existing portfolio views, click **Change portfolio view** and then click **Customize current view**. You can create as many custom views as you like by saving each one with a unique name.

Tip

You can change the order of the columns in any view by dragging and dropping them with your mouse. Place the cursor over a column title, click and hold down the mouse button, and then move the column to the left or right. Release the mouse button to place the column in that location.

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Chapter 6: Managing Your Accounts

Printing checks in Microsoft Money 2006

Printing your checks in Microsoft Money can save you a considerable amount of time and help reduce errors that can occur in handwritten checks. The information that you enter is printed directly onto the check, and then Money records this information in your check register. These checks can be ordered with matching window envelopes, so you don't have to enter an address either.

Tip
Microsoft® Money Checks by DELUXE® are available for purchase in a variety of styles and formats. To order, call (800) 432-1285 or visit www.microsoftchecks.com.

Figure 6-4: Money checks

Step-by-Step
Complete instructions are available that describe how to use Microsoft Money to print checks, as well as information on printing your existing Quicken checks in Microsoft Money and performing a test printout.

Step-by-Step

To print a check in Microsoft Money:

1. Begin a new transaction or double-click an existing one.
2. In the **Number** box, select **Print this transaction**, and then click **Enter**.
3. If you want to include the payee's address information on the printed check, enter it in the **Print Address** window.

4. Click **OK**.
5. Under **To Do** in the left pane, click **Print checks**.
6. Select the options you want, and then click **Print**.

If you want to print more than one check, repeat steps 1 through 3 until you have successfully set up all the transactions for which you want printed checks. Then complete steps 4 through 5 to print the entire set of bills.

You can also close Money after you enter the information, and then return to print the checks later. This is helpful if you have only a few bills that do not require immediate payment or if you want to return later to finish paying your bills.

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Chapter 13: Creating Financial Reports

Printing your report

You can print a report for your tax preparer, accountant, financial advisor, or for your financial records. Money includes a special Report and Chart Setup screen so that you can learn exactly how reports should be printed.

To customize your printer settings for reports:

1. On the **File** menu, click **Print Setup**, and then click **Report and Chart Setup**.
2. In the **Printer** field, select the printer you want to use.
3. To change the orientation of the page, select **Portrait** or **Landscape**.
4. If necessary, adjust the fields in the **Paper** section to match the paper you will be printing on, or click the **Options** button to specify more detailed printer information.
5. To save your changes, click **OK**.

To print a report:

1. Click **Reports**, and then click a report to open it.
2. In the left pane, click **Print this report**.
3. Select the page range and the number of copies you would like.
4. Click **OK**.

Important

If you want to print a monthly report, follow step 1 in the instructions above, and then on the **File** menu, click **Print**. Continue with steps 3 and 4.

Continue >>

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Chapter 6: Managing Your Accounts

Paying recurring bills

Microsoft Money 2006 has an easy way of managing that stack of bills that's sitting on your desk. To start managing your bills, click **Bills**. Here, you will see a list of your income and expenses as you entered them when you set up your Money file, or by using the procedures outlined under Set up bills and deposits in Chapter 5.

Important

For a faster and easier way to pay bills automatically, check out Online bill pay in Chapter 8.

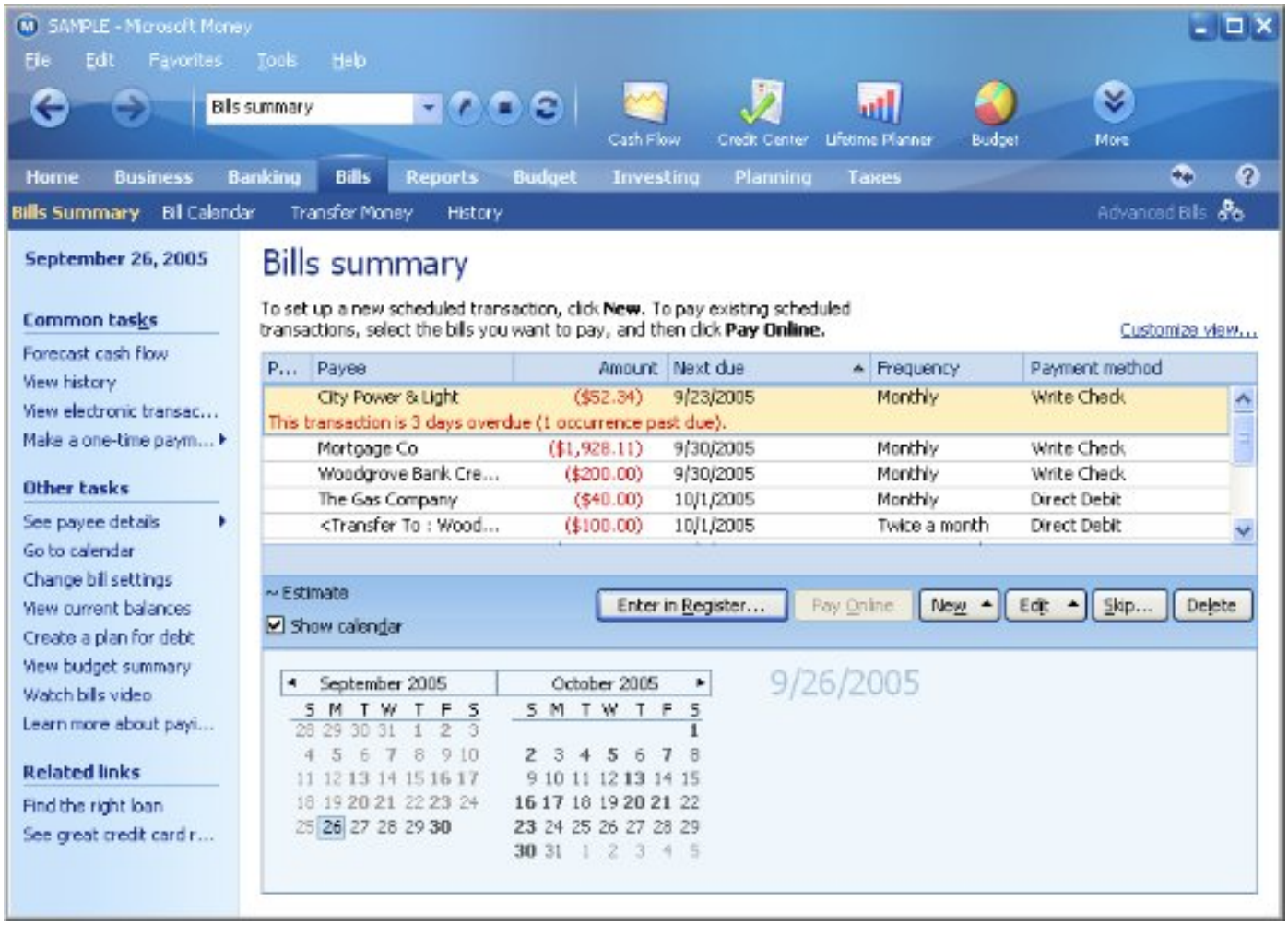
SAMPLE - Microsoft Money
File Edit Favorites Tools Help
Bills summary
Cash Flow
Credit Center
Lifetime Planner
Budget
More
Home Business Banking Bills Reports Budget Investing Planning Taxes
Bills Summary Bill Calendar Transfer Money History
Advanced Bills
September 26, 2005
Common tasks
Forecast cash flow
View history
View electronic transac...
Make a one-time paym...
Other tasks
See payee details
Go to calendar
Change bill settings
View current balances
Create a plan for debt
View budget summary
Watch bills video
Learn more about payi...
Related links
Find the right loan
See great credit card r...
Bills summary
To set up a new scheduled transaction, click New. To pay existing scheduled transactions, select the bills you want to pay, and then click Pay Online.
Customize view...
P... Payee Amount Next due Frequency Payment method
City Power & Light ($52.34) 9/23/2005 Monthly Write Check
This transaction is 3 days overdue (1 occurrence past due).
Mortgage Co ($1,928.11) 9/30/2005 Monthly Write Check
Woodgrove Bank Cre... ($200.00) 9/30/2005 Monthly Write Check
The Gas Company ($40.00) 10/1/2005 Monthly Direct Debit
<Transfer To : Wood... ($100.00) 10/1/2005 Twice a month Direct Debit
Estimate
Show calendar
Enter in Register... Pay Online New Edit Skip... Delete
September 2005
October 2005
9/26/2005

Figure 6-3: Bills summary

To select a bill, click it, and Money will highlight the due date and display the details of

the transaction in the calendar at the bottom of the screen, shown in Figure 6-3. Once a bill has been selected, click **Enter in Register** to record the payment information including the check number, amount, and date on which you made your payment. If a bill does not need to be paid this period, you can click **Skip This Occurrence**, and Money will update the due date to the next payment date.

Icon

As you work in the account register, you may notice the **Potential Recurring Transaction** icon appearing next to a few transactions in your register. This indicates transactions that Money detects you are entering frequently enough that you could consider creating a recurring transaction. To evaluate each item for possible setup as a recurring transaction, right-click it, and then click **Review Potential Recurring Transaction**. If you want to create a recurring transaction, click **Set Up**, and then enter the required information. Otherwise, click **Ignore** to cancel setup and clear the potential recurring transaction icon from this item.

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Chapter 13: Creating Financial Reports

Review your monthly report

The best place to begin working with reports is with your monthly report. Designed as a real-world view of how you spend your money based on an actual month of data you have entered into Money, the monthly report can provide insight into cyclical expenses like presents for the holidays, and help you see how you spend money in any given month. The report also notifies you of potential problems, like gaps between check numbers in your register, or checks that have not cleared your bank in more than sixty days.

To review your monthly report:

1. Click **Reports**.
2. Click **Monthly reports**.
3. Click the monthly report you want to view.
4. Use the headings in the left pane to jump to specific sections of your report.

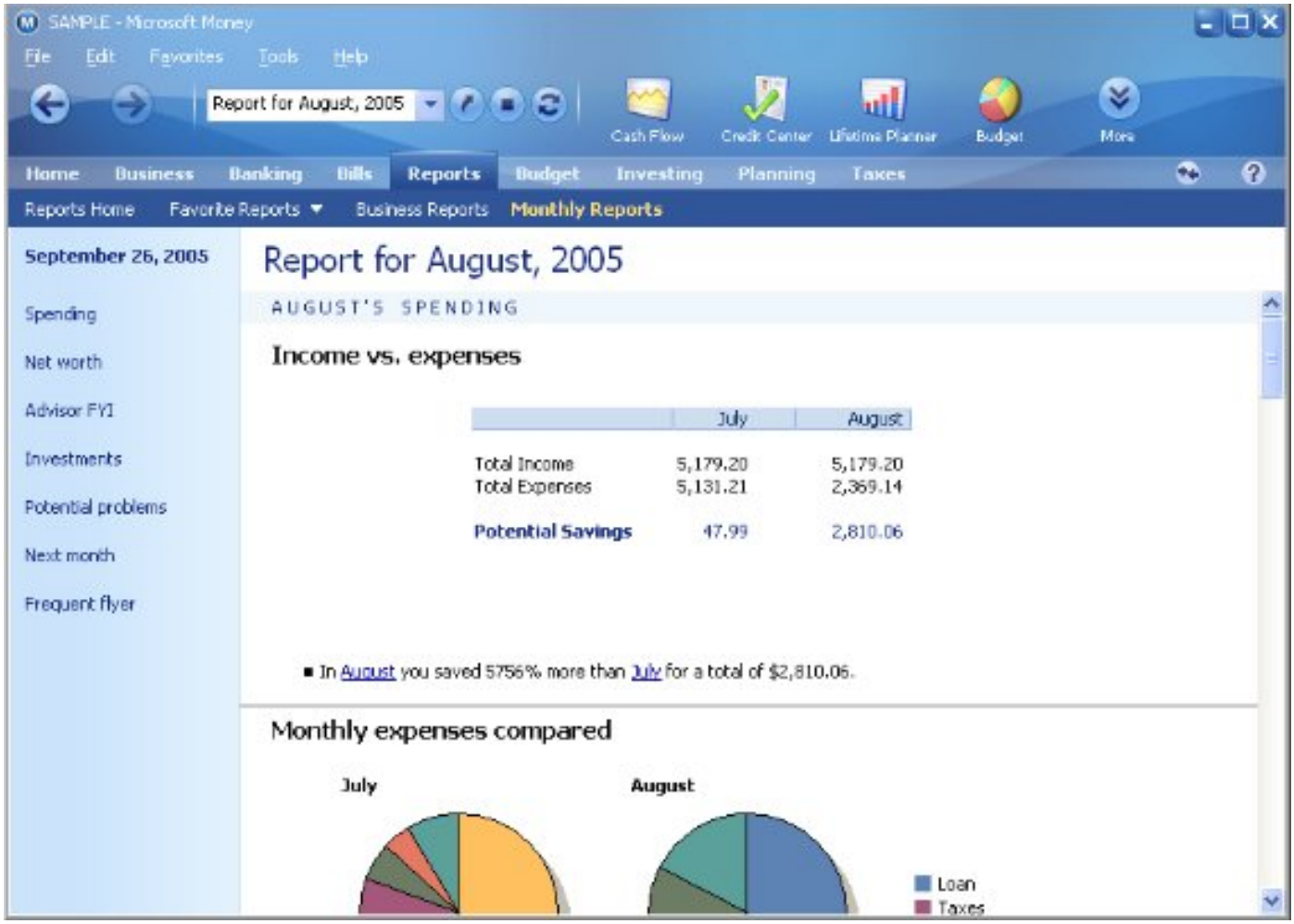

Figure 13-1: Monthly report

Tip

A report for the current month is always available. In the list of monthly reports, Money marks it as **(in progress)**, but you can still click it to check on the headway you're making in debt reduction, managing your expenses, or for a quick look at how your net worth has improved.

The report includes links throughout the page that you can click to provide more information on a particular topic. In addition, the charts and graphs in your reports are interactive, so as you move your mouse over sections of the chart, a magnifying glass may appear. Hovering over a section of the graph can provide more information, and when you double-click it, you can see the details of transactions that make up that particular value.

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Chapter 13: Creating Financial Reports

Customizing a report

You can customize many of the reports while they are displayed on the screen.

Important
To customize a report, you must switch to Advanced Reports. To do this, in the left pane, under **Other tasks**, click **Change report settings**. Click **Switch from Essential Reports to Advanced Reports**, and then click **Use Advanced Reports**.

Check the bottom of the screen for fields, which may include categories, accounts, investments, and date range. Figure 13-2 shows an example from an investment report. Click on any of the boxes to select the information you want to modify on the report.

Figure 13-2: Options for customizing a report

For more advanced customization, use the Customize Report dialog box:

1. Click **Reports**, and then click the report you want to see.
2. In the left pane, click **Customize**.
3. To specify the details in your report, click one of the tabs. (The tabs that are available depend on the report you are working with.)
4. Change the options based on the information you want to display, as shown in Figure 13-3.
5. To see how the changes affect the report, click **Apply**.
6. When you are finished making changes, click **OK**.

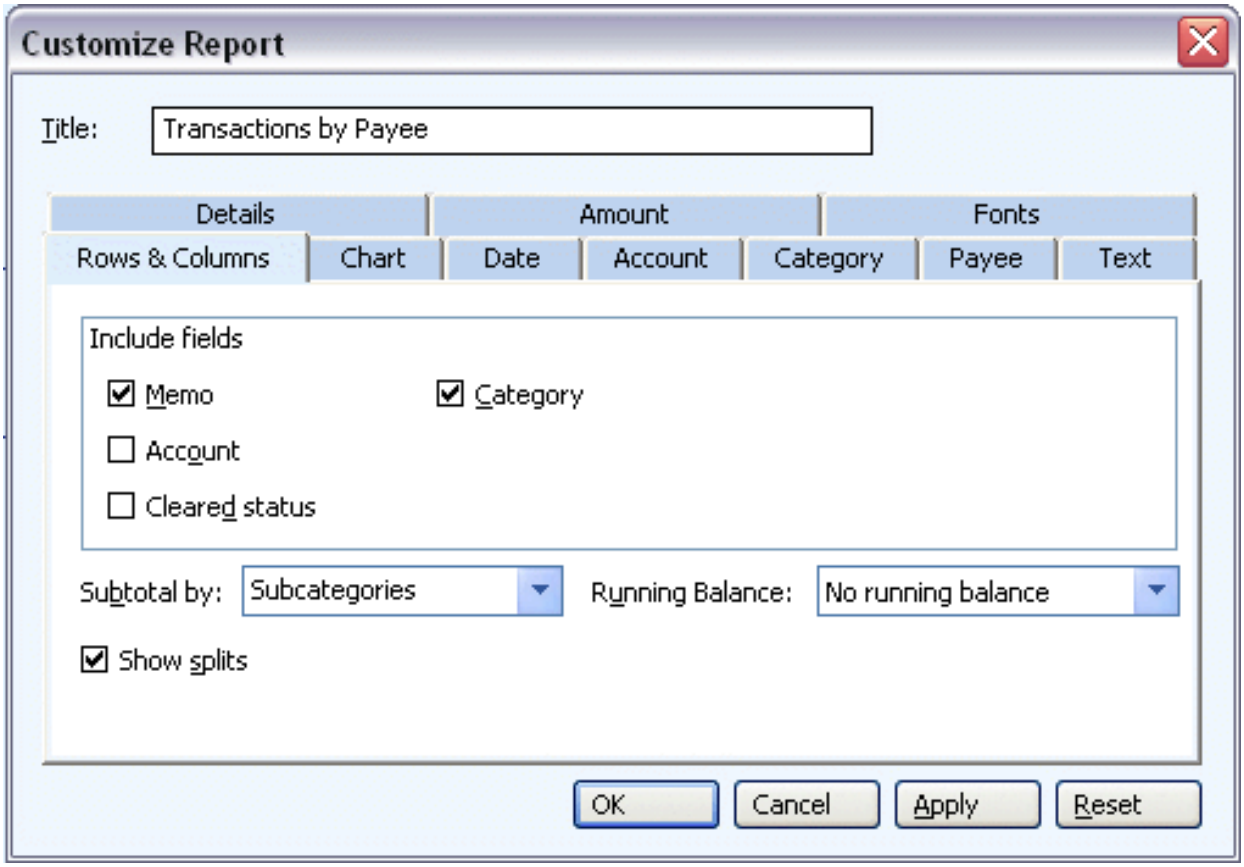

Figure 13-3: The Customize Report dialog box

To undo your changes to a report:

1. Click **Reports**, and then click the report you want to see.
2. In the left pane, click **Customize**.
3. Click **Reset**
4. To save your changes, click **OK**.

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Chapter 15: Managing Your Money File

Restoring a Money file

If something happens to your primary Money file, you can restore your Money backup file to get up and running again.

1. On the **File** menu, click **Restore Backup**.
2. Follow the instructions on the screen.

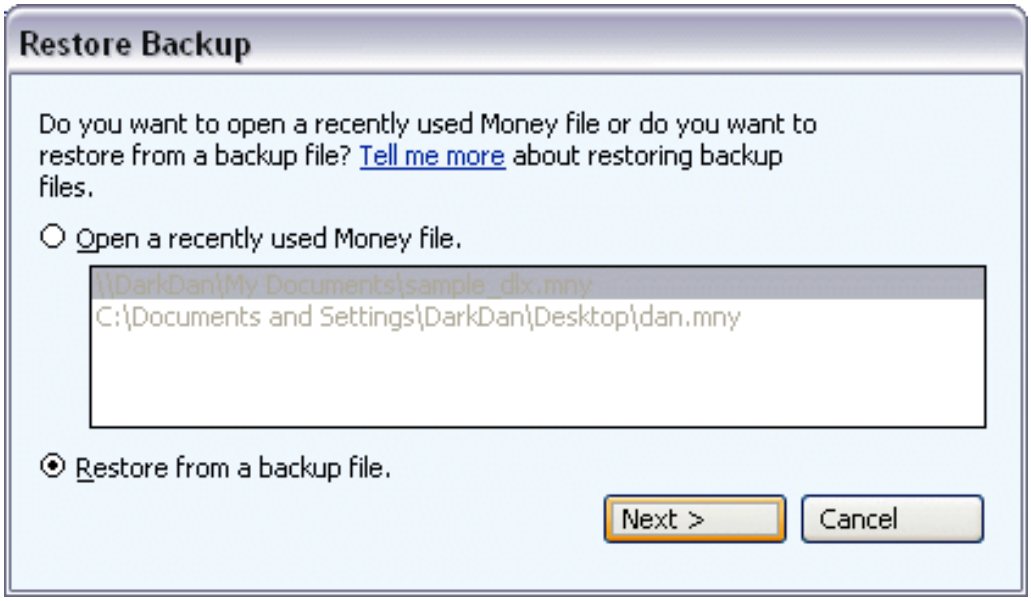
Restore Backup
Do you want to open a recently used Money file or do you want to restore from a backup file? Tell me more about restoring backup files.
Open a recently used Money file.
\\DarkDan\My Documents\sample_dlx.mny
C:\Documents and Settings\DarkDan\Desktop\dan.mny
Restore from a backup file.
Next >
Cancel

Figure 15-4: Restoring your Money file

Important
If you've made electronic payments or downloaded transaction records since you last backed up the file, you may want to download recent transactions to make sure your records are up to date.

If you already have data saved on the Money server, restoring this backup file will, by default, sync the information on your computer with the information available on the Money server. If you prefer not to sync the restored file with information on the Money server, clear the **Update the restored file with my current data from MSN Money** check box during the Restore Backup wizard.

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Chapter 14: Microsoft Money Small Business

Help Control your Schedule C tax deductions

If you enter and categorize all of your business-related expenses as transactions, the Schedule C Tax Worksheet can help you identify all of your business-related deductions from your Money file.

To use the Schedule C Tax Worksheet:

1. Click **Taxes**.
2. On the **Tax Tools** menu, click **Schedule C Tax Worksheet**.
3. To set up the categories that Money uses to calculate your Schedule C deductions, select a category on the list, and then click **Deduction** or **Exclude** to change whether or not it is used in your Schedule C calculations. When finished, click the **Create a Schedule C Report** in the left pane.

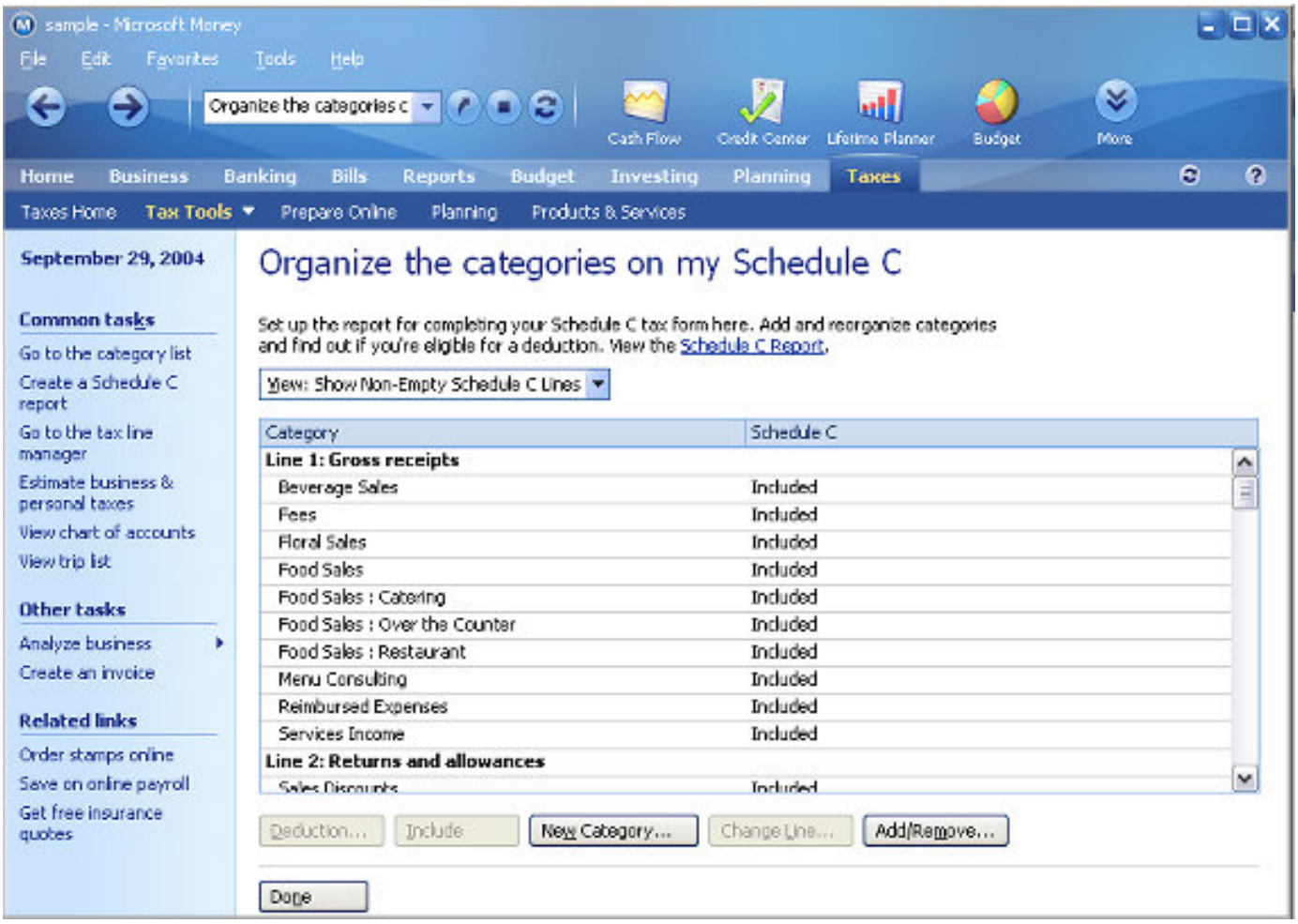
sample - Microsoft Money
File Edit Favorites Tools Help
Organize the categories c
Cash Flow
Credit Center
Lifetime Planner
Budget
More
Home Business Banking Bills Reports Budget Investing Planning Taxes
Taxes Home Tax Tools Prepare Online Planning Products & Services
September 29, 2004
Common tasks
Go to the category list
Create a Schedule C report
Go to the tax line manager
Estimate business & personal taxes
View chart of accounts
View trip list
Other tasks
Analyze business
Create an invoice
Related links
Order stamps online
Save on online payroll
Get free insurance quotes
Organize the categories on my Schedule C
Set up the report for completing your Schedule C tax form here. Add and reorganize categories and find out if you're eligible for a deduction. View the Schedule C Report.
View: Show Non-Empty Schedule C Lines
Category
Schedule C
Line 1: Gross receipts
Beverage Sales Included
Fees Included
Floral Sales Included
Food Sales Included
Food Sales : Catering Included
Food Sales : Over the Counter Included
Food Sales : Restaurant Included
Menu Consulting Included
Reimbursed Expenses Included
Services Income Included
Line 2: Returns and allowances
Sales Discounts Included
Deduction...
Include
New Category...
Change Line...
Add/Remove...
Done

Figure 14-7: Schedule C area of the Tax Line Manager

The Estimated tax summary screen compiles all of your expenses into the Schedule C categories. To return to that section of the Schedule C Tax Worksheet, click any category.

Tip

A complete Schedule C report is also available in the Reports area. To see this report, click **Business**, and then click **Business Reports**.

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Chapter 7: Make Money Work Smarter for You

Spending Tracker

Now that you've established a budget, you can take advantage of the Spending Tracker to monitor your spending in the categories you select. Displayed on the Budget summary and home page page, the Spending Tracker uses spending thermometers (as shown in Figure 7-5) to show the expense categories that are over and under budget.

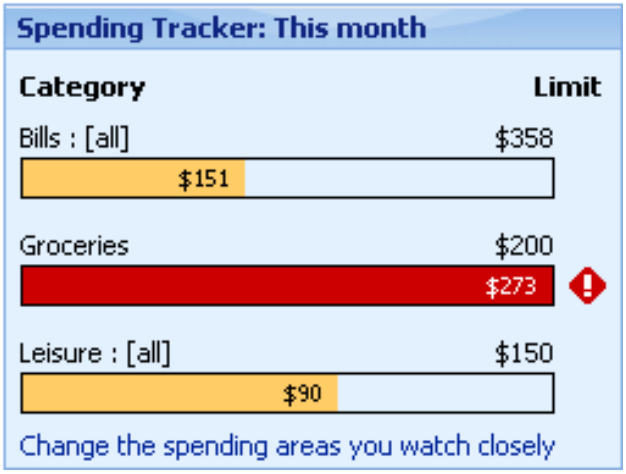

Figure 7-5: The Spending Tracker monitors the expense categories of your choice.

To add expense categories to your Spending Tracker:

1. Click **Budget**.
2. In the Spending Tracker section pictured above, click **Change the spending areas that you watch closely**.
3. Select the check box for each category you want to track, and then click **Done**.

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Chapter 11: Planning for Taxes

Filing your taxes

Microsoft Money 2006 offers many different ways to help you prepare your taxes. The method you choose depends on the level of service and assistance you need. You can easily create a report to refer to while completing your tax forms, export the information to tax preparation software, file via the Internet, or e-mail the information directly to your tax preparer.

To prepare your Money file information for tax preparation:

1. On the **File** menu, click **Export to Tax Software**.
2. In Money Small Business, you will be asked what type of transactions should be exported. Select **Business** or **Personal**, and then click **Continue**.
3. Select whether you want to work with the current tax year in progress, or with the completed tax year and then click **Continue**.
4. Select the checkbox next to each item you want to include in the tax export file and click **Continue**.
5. In the left page, under **Common tasks**, click **Use TaxCut**, **Use a CPA**, **Use tax software**, or **File by hand**.
6. Click the corresponding links to print a tax report or export your data for use with your tax software or CPA.

No matter how you choose to file your taxes, Microsoft Money makes it easy. Your tax-related information is at your fingertips, ready for your tax software or tax preparer.

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Chapter 11: Planning for Taxes

Additional tax-related reports

You can easily create additional tax reports to display tax-related transactions, capital gains, and loan interest. These reports can be printed so that you can file them with your taxes or use them for financial planning.

- **Tax-related transactions.** Displays each income and expense that alters your tax situation so that you can closely review every item.
- **Capital gains.** Shows your taxable gains or loses on non-retirement investment sales.
- **Loan interest.** Compiles your past and future payments on your debts, broken up into the interest and remaining principal.
- **Tax software report.** An itemized list of tax deductible expenses, compiled for entry into a tax software application.

To create a tax report:

1. Click **Reports**.
2. Under **Taxes**, click the report you want to create.
3. In the left pane, click **Print this report**, and then click **OK**.

What's next

To help you gain the advantage in today's changing investment market, Microsoft Money 2006 includes tools to monitor and maintain your financial portfolio. Chapter 12: Managing and Tracking Your Investments helps you learn to work with individual investments and how to set up, customize, and analyze your portfolio.

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Chapter 11: Planning for Taxes

Microsoft Money 2006 has a set of powerful features that can turn the time-stealing chore of tax preparation into an easy task. While your friends and family spend many sleepless nights preparing for the April 15 tax deadline, you can sit back and relax, because Microsoft Money has your tax information all ready to go.

Establishing a tax strategy

For some people, the toughest part of tax planning is getting started and learning what to do. Money provides an excellent starting point for tax planning because all of the information you have already entered to manage your daily finances can be used to roughly calculate your current tax situation. A few quick tips can also help Money better estimate your taxes and get you going with a solid tax strategy.

Entering charitable contributions

When you make monetary donations, enter them into your account and select the **Charitable Donations** category. Money will include these as tax deductible and automatically include them in tax calculations. If you make a withdrawal from an account and only donate a portion of the cash to charity, be sure to set up a split transaction to record the donation.

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Chapter 11: Planning for Taxes

Finding potential deductions

Although entering deductions as you incur them is an excellent start, Microsoft Money 2006 can also help you discover other tax deductions that you may not realize you are eligible for. The Deduction Finder helps you identify deductions by answering sets of questions, and then displays the potential deductions with the requirements you must meet to qualify for each deduction.

Special Feature

The Deduction Finder is only available in the Deluxe, Premium, and Small Business versions of Microsoft Money 2006.

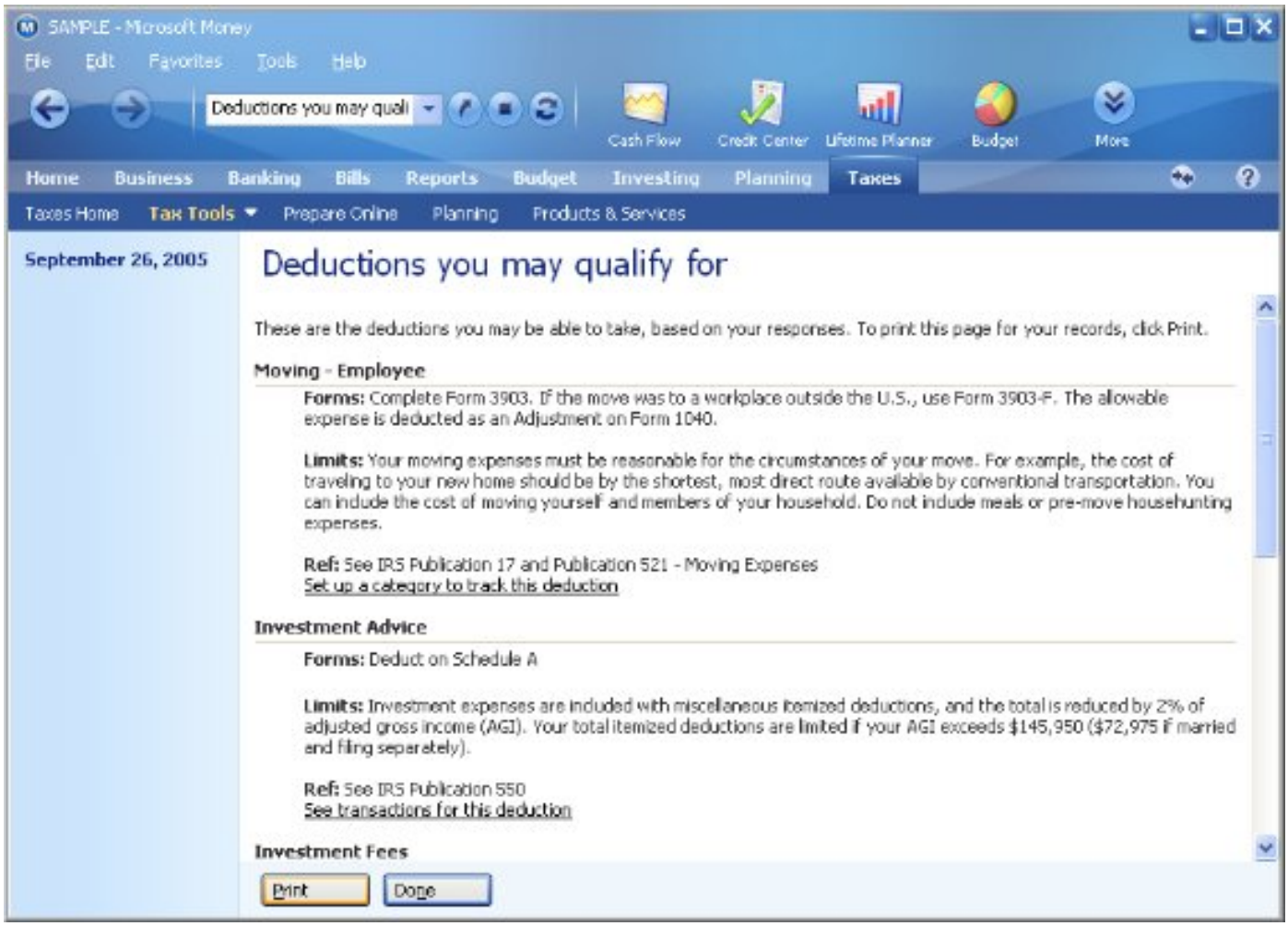
SAMPLE - Microsoft Money
File Edit Favorites Tools Help
Deductions you may quali
Cash Flow
Credit Center
Lifetime Planner
Budget
More
Home Business Banking Bills Reports Budget Investing Planning Taxes
Taxes Home Tax Tools Prepare Online Planning Products & Services
September 26, 2005
Deductions you may qualify for
These are the deductions you may be able to take, based on your responses. To print this page for your records, click Print.
Moving - Employee
Forms: Complete Form 3903. If the move was to a workplace outside the U.S., use Form 3903-F. The allowable expense is deducted as an Adjustment on Form 1040.
Limits: Your moving expenses must be reasonable for the circumstances of your move. For example, the cost of traveling to your new home should be by the shortest, most direct route available by conventional transportation. You can include the cost of moving yourself and members of your household. Do not include meals or pre-move househunting expenses.
Ref: See IRS Publication 17 and Publication 521 - Moving Expenses
Set up a category to track this deduction
Investment Advice
Forms: Deduct on Schedule A
Limits: Investment expenses are included with miscellaneous itemized deductions, and the total is reduced by 2% of adjusted gross income (AGI). Your total itemized deductions are limited if your AGI exceeds $145,950 ($72,975 if married and filing seperately).
Ref: See IRS Publication 550
See transactions for this deduction
Investment Fees
Print
Done

Figure 11-1: Deductions you may qualify for page

To discover potential tax deductions:

1. Click **Taxes**.
2. Click **Tax Tools**, and then click **Deduction Finder**.
3. Click **Next**.
4. On each page, select the check boxes for the items that apply to you, and then click **Continue**.
5. On the **Deductions you may qualify for** page, review the list of deductions and their stipulations. If you would like to create a hard copy of the list, click **Print**.
6. When you are finished, click **Done**.

Tip

You can effortlessly set up categories while working in the Deduction Finder. On the **Deductions you may qualify for** page, click **Set up a category to track this deduction** and Money will ask you for the category name. Enter a unique name or select an existing category and Money will assign all expenses to that category to the corresponding tax deduction line item.

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Chapter 11: Planning for Taxes

Setting up Money to track tax information

Now that you have an idea of the deductions for which you qualify, you can manage each tax deduction line item and review the transactions that Microsoft Money 2006 imports to calculate your deductions. This helps to ensure that potential tax-deductible expenses are included in the calculations Money performs. Available with Microsoft Money 2006 Deluxe, Premium and Small Business.

1. Click **Taxes**.
2. Click **Tax Tools**, and then click **Tax Line Manager**.
3. Select any item, and then click **Go to Details** to review the transactions that are being used to calculate your deductions. On the details page, click **Add** if a transaction is missing and follow the instructions on the screen to enter the information.
4. To add more deductions, click **Add Tax Line**, and then follow the instructions on the screen.

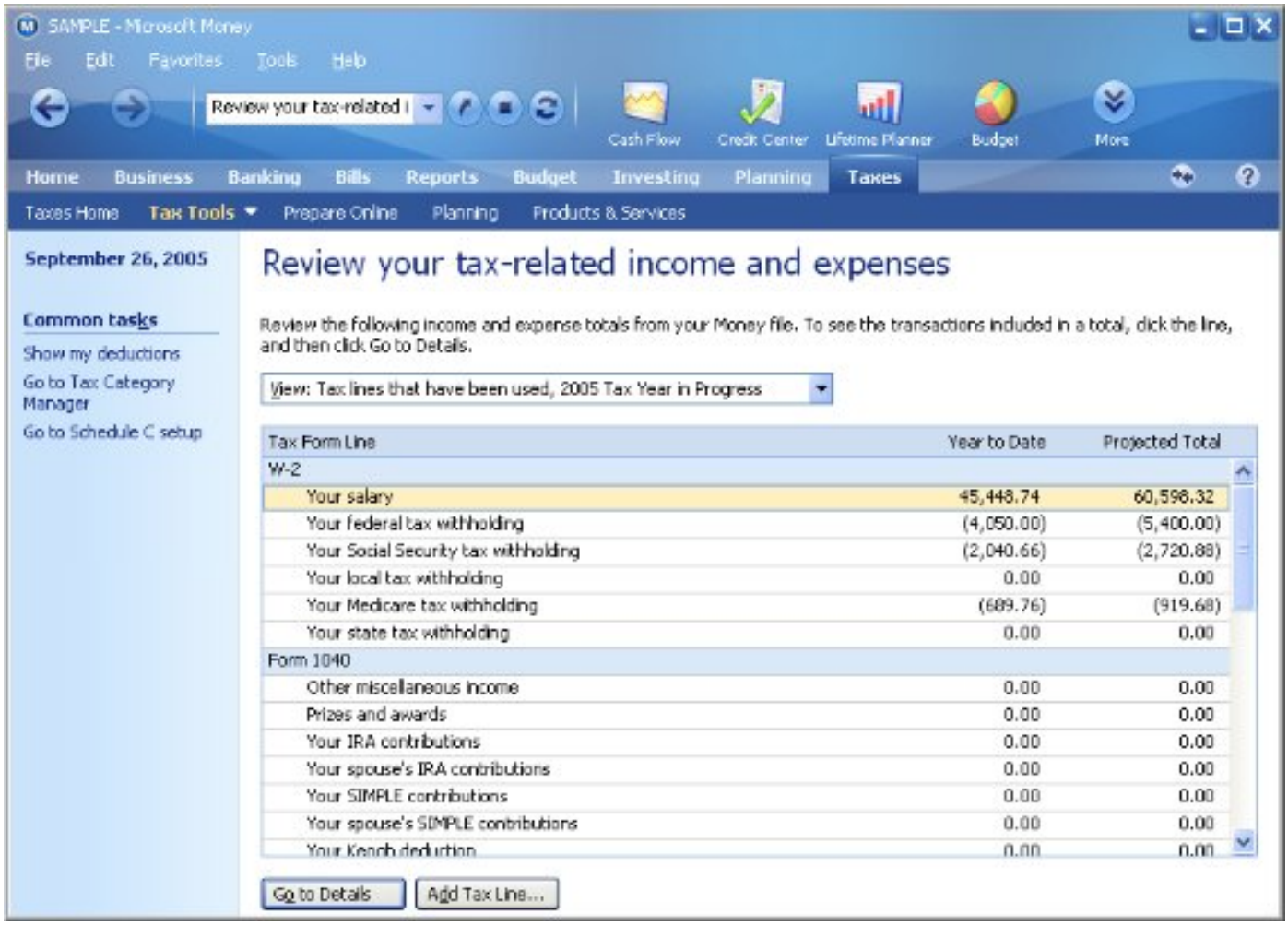
SAMPLE - Microsoft Money
File Edit Favorites Tools Help
Review your tax-related i
Cash Flow
Credit Center
Lifetime Planner
Budget
More
Home Business Banking Bills Reports Budget Investing Planning Taxes
Taxes Home Tax Tools Prepare Online Planning Products & Services
September 26, 2005
Common tasks
Show my deductions
Go to Tax Category Manager
Go to Schedule C setup
Review your tax-related income and expenses
Review the following income and expense totals from your Money file. To see the transactions included in a total, click the line, and then click Go to Details.
View: Tax lines that have been used, 2005 Tax Year in Progress
Tax Form Line | Year to Date | Projected Total
W-2
Your salary | 45,448.74 | 60,598.32
Your federal tax withholding | (4,050.00) | (5,400.00)
Your Social Security tax withholding | (2,040.66) | (2,720.88)
Your local tax withholding | 0.00 | 0.00
Your Medicare tax withholding | (689.76) | (919.68)
Your state tax withholding | 0.00 | 0.00
Form 1040
Other miscellaneous income | 0.00 | 0.00
Prizes and awards | 0.00 | 0.00
Your IRA contributions | 0.00 | 0.00
Your spouse's IRA contributions | 0.00 | 0.00
Your SIMPLE contributions | 0.00 | 0.00
Your spouse's SIMPLE contributions | 0.00 | 0.00
Your Keogh deduction | 0.00 | 0.00
Go to Details
Add Tax Line...

Figure 11-2: Money Tax Line Manager

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Chapter 11: Planning for Taxes

Estimating your taxes

Now that you have set up Microsoft Money 2006 to record, monitor, and help reduce your taxes, it is time to generate an estimate of your taxes for the year. Money uses the tax deduction information discussed in this chapter, as well as your gross income and earnings information to help determine if you should set aside money for your taxes, or if you can expect a refund this year. This offering is available with Microsoft Money 2006 Deluxe, Premium and Small Business.

Important
The information provided by the Tax Estimator is only an approximation based on the information that you have entered into Microsoft Money. If the information is inaccurate or incomplete, your tax estimation will not be correct. There also may be additional deductions, tax credits, or changes in the tax law that apply to you that are not a part of your Money file. The features contained in Money are not intended to constitute professional advice, including but not limited to, investment or tax advice. For such advice, you should consult a tax professional.

To estimate your taxes:

1. Click **Taxes**.
2. Click **Tax Tools**, and then click **Tax Estimator**.
3. Click **Next**.
4. On each screen, Money presents information based on the data in your Money file. Review each field and edit as necessary. As you work, Money displays your estimated taxes for the current and previous year in the left pane. After you review the information on each page, click **Next**.
5. On the **Estimated tax summary** page, Money displays the information used to calculate your estimated tax or refund amount. Be sure to scroll down to the analysis section (shown in Figure 11-3) for an overview of your tax situation as well as suggestions on how to handle different scenarios.
6. When you are finished using the Tax Estimator, click **Done**.

Figure 11-3: Analysis section of the Tax Estimator

Tip

If you are not currently withdrawing enough taxes out of your paycheck, Money can help. In the left pane, under **Common Tasks**, click **Create a tax payment** to generate a scheduled payment to the IRS so that the amount is entered in your budget and is reflected in your cash flow.

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Chapter 1: Introduction

New and improved in Microsoft Money 2006

The new and improved features in Money 2006 make it effortless to understand your complete financial picture.

IMPROVED! Spending Tracker. Previously known as Favorite Categories, the The Spending Tracker helps you monitor key areas of spending and provides instant insight on expense categories that are over and under budget. Now, you can track as many categories as you like, making it easier to sort your income and expenses into meaningful groups.

IMPROVED! Transaction and account matching. Money 2006 makes it even easier to match your downloaded transactions to your account register so that you can keep your accounts up to date.

NEW! Exchange-Traded Funds (ETF) center. Learn about and follow the ETF market in the Exchange-Traded Funds center, where news, quotes, SEC filings, and more are at your fingertips.

IMPROVED! Portfolio stock pricing. Automated price quotes keep your portfolio calculations up to date and help generate accurate return on investment (ROI) information. The new Get Price button helps you enter accurate investment prices based on date.

NEW! Pay more than one bill at a time. Now you can pay multiple bills online at the same time. You can review a summary of the bills that need to be paid and then send the transactions to your bill payment service after you approve them.

NEW! Back up to CD. You can save a copy of your Money file to a CD for safekeeping. Although Money automatically saves changes to your files and creates backup files on your hard disk, it's a good idea to regularly back up your Money files to CD or DVD and keep them in a safe place. This way, if your main disk drive stops working and you lose data, you'll still have a recent copy of your file.

Continue >>

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Chapter 1: Introduction

Welcome to Microsoft® Money 2006—the fast, simple way to handle your finances. Choose one of the four versions of Money 2006—Standard, Deluxe, Premium, or Small Business— to help you quickly and easily achieve your financial goals. Money 2006 has several easy-to-set-up features that can help to automate your financial management and planning. With Money 2006, you can:

- **Manage your accounts.** Set up Money to track your checking, savings, and credit card accounts, as well as your loans and investments. If your bank or brokerage supports automatic account updates, you can have your account information updated automatically every day. Money also automatically categorizes your transactions.
- **Pay bills online.** Save time and postage by paying all of your bills online. You can pay all of your monthly bills with just a few clicks!
- **Create a budget.** Do you ever wonder where all of your cash goes each month? Money can look at accounts and bill pay transactions and show you where your money is going. You can track spending in just a few favorite categories, or set up a more detailed budget that tracks and compares both your income and your spending.

Once you are set up to do these basic tasks, you can use Money 2006 to create reports, track your investments, create financial plans, and manage your taxes.

This guide introduces you to each of these features, and many more. Use this guide to learn more about how Money 2006 can help with your financial needs, and to see how you can use Money's helpful tools.

Continue >>

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Chapter 3: Upgrading to Microsoft Money 2006

Whether you are upgrading from an earlier version of Microsoft Money or from Quicken®, Money 2006 makes it easy to transfer your existing financial information quickly and get started right where you left off.

When you start Money 2006 for the first time, Money automatically locates your existing financial data.

To start Microsoft Money

1. Double-click the Microsoft Money 2006 icon on your desktop, shown above.

   -or-

   On the Windows taskbar, click **Start**, point to **Programs** or **All Programs**, and then click Microsoft Money 2006.

Two ways to use existing financial data are discussed in this chapter: Upgrading from an earlier version of Microsoft Money and Importing your financial data from Quicken®. Follow the instructions based on your situation.

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Chapter 2: Getting Started with Microsoft Money 2006

Add your account information

To set up your accounts in Microsoft Money 2006, have the following information handy:

- The name of your primary bank or brokerage
- Your online sign-in information from your bank or brokerage

If you don't have your sign-in information, you can still add your accounts. You can update them online after you get your sign-in name and password from your bank or brokerage.

After you add your bank sign-in information, Microsoft Money 2006 downloads information for all of the accounts you have at that bank. Then, follow these steps:

1. Choose an account type, and then click **Next**.
2. Select the name of your bank or brokerage. If your financial institution does not appear on the list, click **My bank or brokerage isn't listed**.
3. Click **Next**.
4. Based on whether or not you have your online sign-in information for your bank available, select the appropriate option, and then click **Next**.

   If you entered your online sign-in information for your bank, you will be prompted to **Choose Account Update Settings**.

Money 2006 allows you to decide how much historical information to retrieve from your bank, and how often you want your accounts automatically updated.

Congratulations!

You have finished setting up your Money file and are ready to begin using Money 2006 to track your day-to-day finances, understand your spending, and much more.

Select one of the options listed on the screen, or click **Finish** to go to the Money home page and begin using Money.

What's next

If you haven't used Money before, skip Chapter 3 and read Chapter 4: Microsoft

Money 2006 Basics, which introduces you to the Money home page. Chapter 4 helps you navigate Money 2006 and describes important features that help you get the most out of Money.

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Step-by-Step A: Convert your Quicken® file

With the assistance that Microsoft Money provides, importing your data from Quicken® is quick and easy. To begin, make sure that you install Microsoft Money 2006 on the computer that contains your Quicken data. When you launch Money, it will locate your Quicken file and the Quicken File Conversion screen will appear, as shown in Figure A-1 below. If it did not locate the Quicken file, you can locate it manually by following the steps below. Money can convert Quicken U.S. files 4-2005.

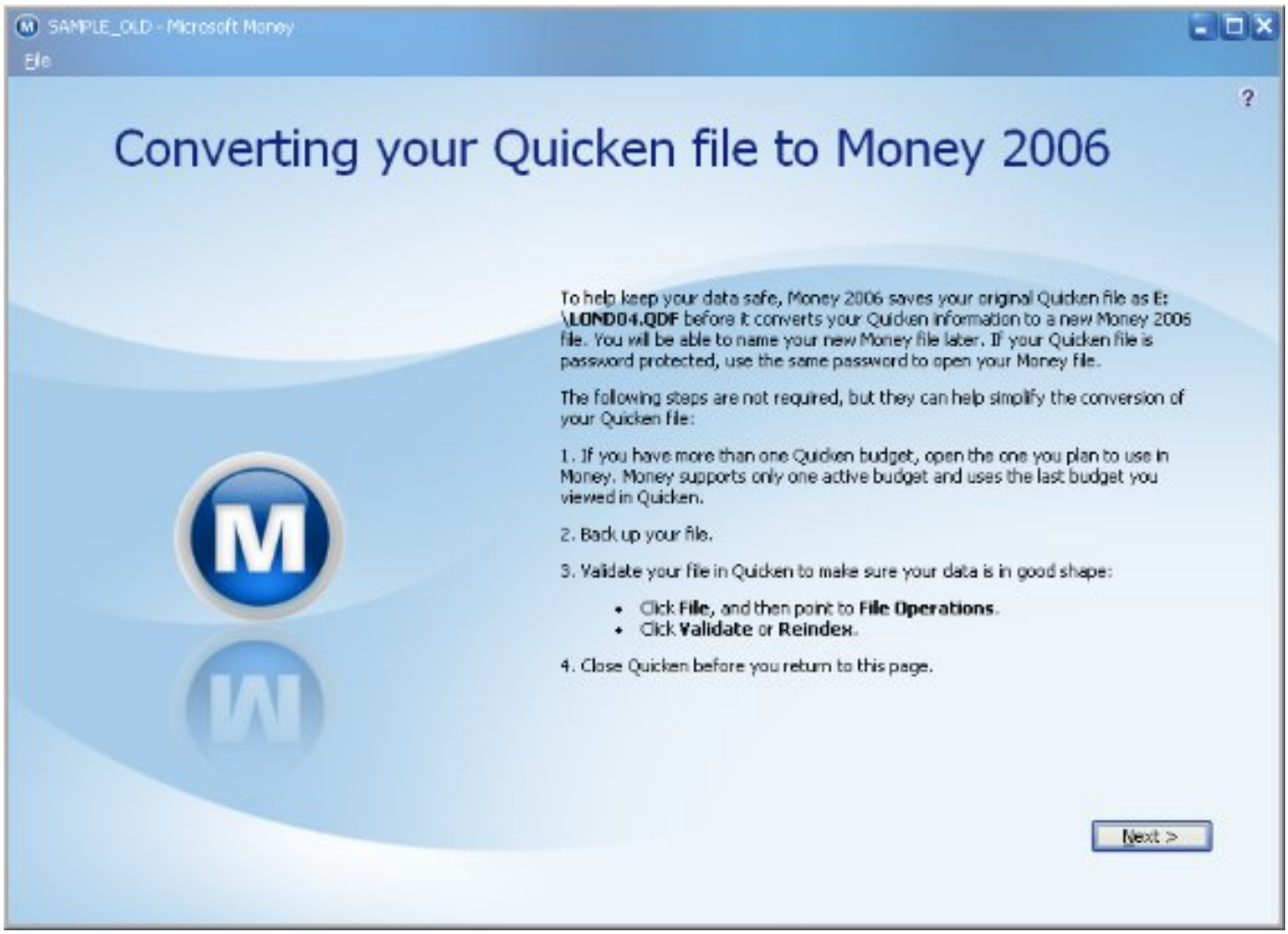
SAMPLE_OLD - Microsoft Money
File
Converting your Quicken file to Money 2006
To help keep your data safe, Money 2006 saves your original Quicken file as E:\LOND04.QDF before it converts your Quicken information to a new Money 2006 file. You will be able to name your new Money file later. If your Quicken file is password protected, use the same password to open your Money file.
The following steps are not required, but they can help simplify the conversion of your Quicken file:
1. If you have more than one Quicken budget, open the one you plan to use in Money. Money supports only one active budget and uses the last budget you viewed in Quicken.
2. Back up your file.
3. Validate your file in Quicken to make sure your data is in good shape:
Click File, and then point to File Operations.
Click Validate or Reindex.
4. Close Quicken before you return to this page.
Next >

Figure A-1: Quicken File Conversion screen

Yes, the Quicken File Conversion screen appeared

No, the Quicken File Conversion screen did not appear

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Step-by-Step C: Print checks in Money

You can print checks with your laser jet or ink jet printer using Microsoft Money. Printing checks saves time, helps reduce errors, and eliminates the effort of filling out duplicated information on a check by hand.

Start in your account register, marking the transactions you want to print:

1. To begin a new transaction, click **New**, or edit to an existing one, click the transaction.
2. In the **Number** box, select **Print this transaction** (as shown in Figure C-1), and then click **Enter**.
3. When the **Print Address** window appears, enter the payee's address information to include it on the printed check. Click **OK**.

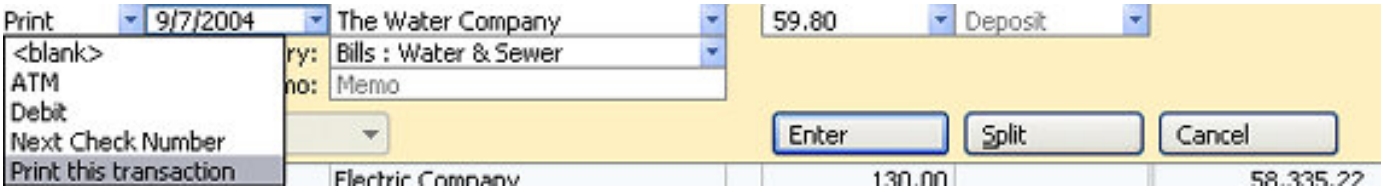

Figure C-1: Setting up a transaction for check printing

I have purchased checks for use with Microsoft Money

I am using checks that I have left over from using Quicken

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Chapter 7: Make Money work smarter for you

Alerts

MSN Alerts and Advisor FYI help keep you informed about your finances. MSN Alerts are reminders about your accounts and investments, delivered to your cell phone, e-mail, or computer desktop. You can receive real-time alerts when accounts meet specific criteria (such as dropping below a preset balance), as shown in Figure 7-3. Advisor FYI gives you financial tips based on the information you enter in Money.

Figure 7-3: An Alert sent to a desktop PC.

Begin using Alerts:

1. On the **Tools** menu, click **Settings**.
2. Select **Alerts Center** and then click **Set time zone** to customize where, when, and how you want your Deluxe Alerts to be delivered.
3. In the left pane, click on **Change delivery settings**, **Set device options**, **Set quiet times**, or **Set time zone** to customize where, when, and how you want your Deluxe Alerts to be delivered.
4. In the main window, click on a link under MSN Alerts or Advisor FYI. Each item has custom fields you will need to fill in.
5. Repeat step 4 for each alert you would like to set up.

You can change your alert options as often as you like. Be sure to modify your settings whenever your financial objectives change, to help Money alert you to options that will help you make better financial decisions.

Tip
Advisor FYI alerts can be displayed on the My Money page. Click the **Customize content or layout** link on the My Money page, select the Advisor FYI items from the **Add content** list, and then click **Add**.

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Step-by-Step D: Get out of debt with the Debt Reduction Planner

1. Click **Planning**.
2. Click **Planning Tools**, and then click **Debt Reduction Planner**.
3. To begin working on your personalized debt plan, click **Continue**.

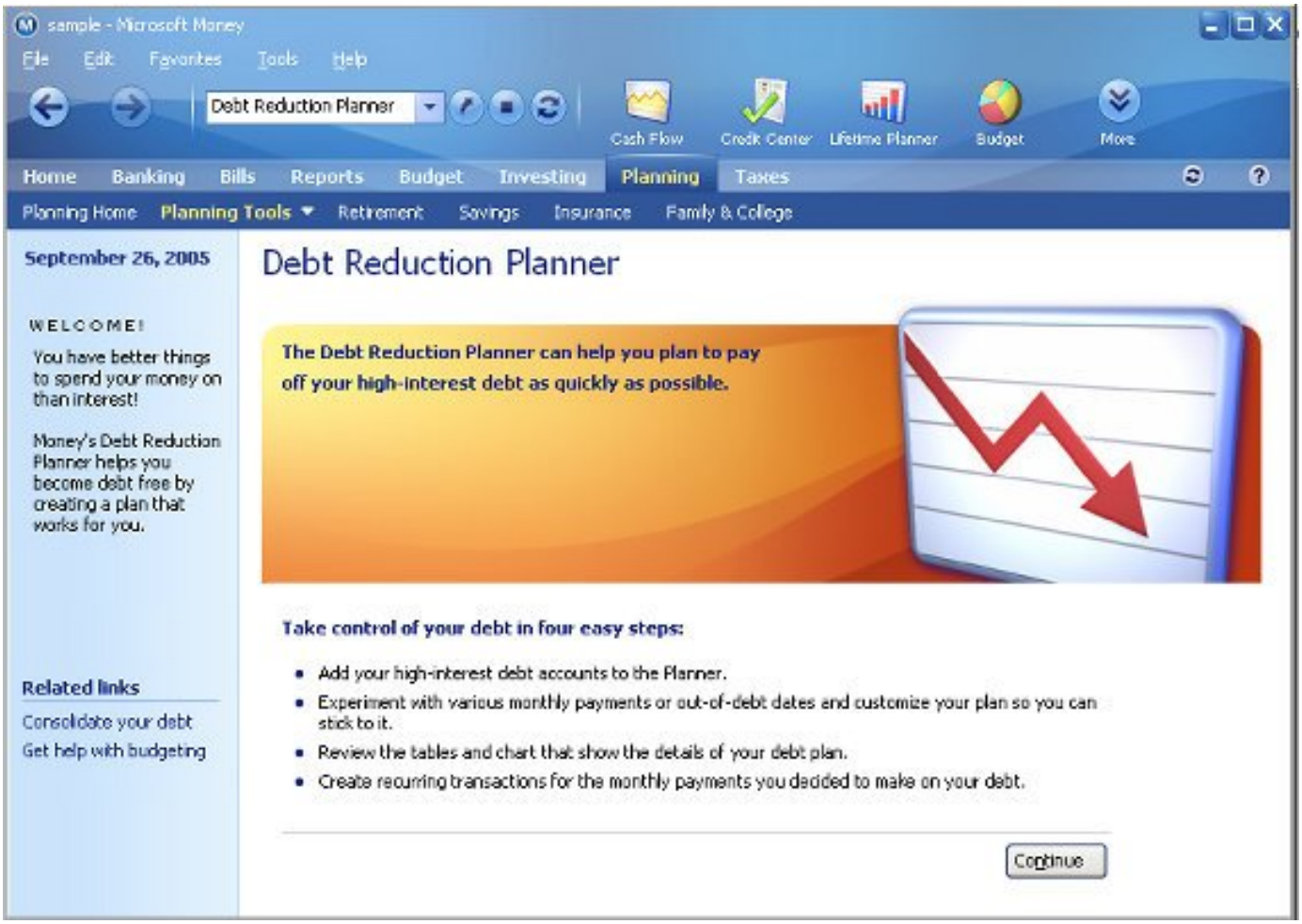
sample - Microsoft Money
File Edit Favorites Tools Help
Debt Reduction Planner
Cash Flow
Credit Center
Lifetime Planner
Budget
More
Home Banking Bills Reports Budget Investing Planning Taxes
Planning Home Planning Tools Retirement Savings Insurance Family & College
September 26, 2005
WELCOME!
You have better things to spend your money on than interest!
Money's Debt Reduction Planner helps you become debt free by creating a plan that works for you.
Related links
Consolidate your debt
Get help with budgeting
Debt Reduction Planner
The Debt Reduction Planner can help you plan to pay off your high-interest debt as quickly as possible.
Take control of your debt in four easy steps:
Add your high-interest debt accounts to the Planner.
Experiment with various monthly payments or out-of-debt dates and customize your plan so you can stick to it.
Review the tables and chart that show the details of your debt plan.
Create recurring transactions for the monthly payments you decided to make on your debt.
Continue

Figure D-1: Starting the Debt Reduction Planner

Continue to the next step

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Step-by-Step E: Help meet your financial goals with the Lifetime Planner

The Lifetime Planner is designed to help you meet financial goals like retirement, sending children to college, or making a big purchase. You can also see how your lifestyle, changes in spending, and saving can help or hinder your efforts towards your long-term goals.

1. Click **Planning**.
2. Click **Planning Tools**, and then click **Lifetime Planner**. On the introductory page, a link offers a comparison between using the Lifetime Planner and working with a planning professional.
3. When you're ready, click **Get going on your plan**.

Continue to the next step

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Step-by-Step B: Set up an account for online downloads

If you have an Internet connection, you can quickly set up Money to download your account from your bank or brokerage. This Step-by-Step assumes that you have already received your user ID and password for online banking from your financial institution. If you do not have this information, contact your financial institution.

1. Connect to the Internet (and remain connected throughout this entire set up process).
2. In Money, click **Banking**.
3. Click **Account Tools**, and then click **Manage online services**.
4. To the right of the bank or brokerage name, click **Check for new online services**.
5. Select the type of account you have with this financial institution, and then click **Next**.
6. Select your bank or broker from the list.

I have selected my bank

My bank does not appear on the list

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Chapter 8: Using Microsoft Money with the Internet

Using online banking

With automatic online updates, Money regularly downloads up-to-date account information. With some banks, Money automatically downloads updated account information every day. With other banks, you can set up Money to get updated account information at regular intervals, such as weekly or monthly. These less frequent intervals may be useful if your bank charges you a fee to use Money to view your account information.

Important
To enable automatic online updates, you must do both of the following: Sign in to Money using Microsoft Passport Network credentials (e-mail address and password), and have Money remember your account sign-in information.

Online updates

Glossary
Automatic Updates
Also known as *online updates*, this method of online banking is the fastest, easiest way to connect with your financial institution. Statements are downloaded to Money directly from your financial institution.

If it's supported by your bank, you can set up automatic account updates for an account you have already added to Money. To set up automatic updates, you must have Microsoft Passport Network credentials linked to your Money file and have online sign-in information for your bank.

- Click **Banking**.
- In the left pane, under **Common tasks**, click **Manage online services**.
- Next to an account, click **Complete setup for online services**.
- Follow the instructions on the screen.

Once you have set up your accounts to be accessed online through Microsoft Money, downloading transactions is simple:

- On the **Tools** menu, point to **Internet Updates**, and then click **Update Now**.

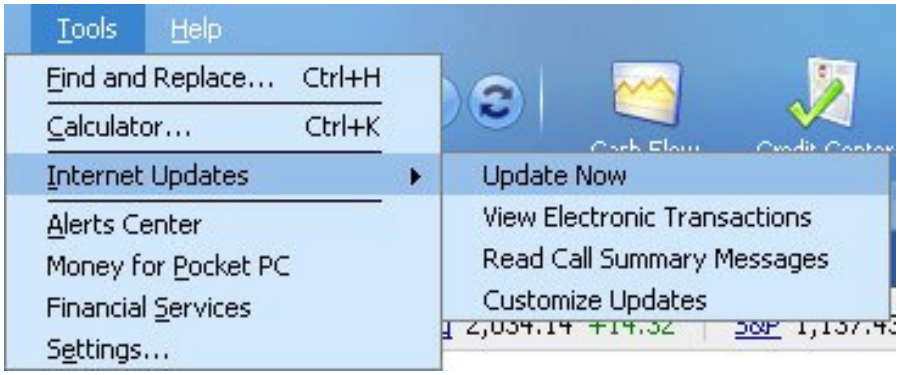

Figure 8-1: Performing an Internet update to download bank transactions

Background banking

Money can also automatically download bank statements while you work in other areas of Money or even in other applications. The next time you open Money, your latest transactions will be ready for review.

1. On the **Tools** menu, point to **Internet Updates**, and then click **Customize Updates**.
2. Sign in to Money.
3. Under **Banks and Brokerages**, select an update frequency for any of the banks you have accounts with.
4. To save your selections, click **OK**.

Download statements

Glossary
Download Statements
Download statements allow you to import your statements into Money, but only when logged into your financial institution's website.

Download statements allow you to download transactions from bank and brokerage accounts while you are logged on to your financial institution's website. If you have multiple accounts at a single institution, you need to select each account and then download the statement for that account. If you have accounts at separate banks and brokers, you must log on to each site and download your statements one at a time.

Important
Because the process for downloading transactions varies slightly with each website, you should contact your financial institution if you are unable to locate the download section or are experiencing difficulties downloading statements.

To download a statement:

1. In Money, on the **Favorites** menu, point to **Favorite Web Sites**, point to **Your Banks**, and then select the financial institution from which to download a statement.
2. Log in to your financial institution's website with the user ID and password they have provided you.

3. Click an account.
4. Look for a download section, or the option to download your statement. (Always select an **Active Statement download** if given the option, or specify that you are using Microsoft Money 2006. Doing so will ensure that you download the most detailed transaction data available from your financial institution.)
5. If necessary, specify a date range to download transactions within a specific period.
6. Click **Download**.

Once you have downloaded a statement, import the transactions into your account:

1. On the **File** menu, point to **Import**, and then click **Download Statement**.
2. Browse to the folder where you saved your statement in step 6 above.
3. Double-click the file.
4. If this is your first time downloading a statement for an account, Money asks you to specify which account the transactions should be imported into. If you have not yet created the account in Money, click **New**, and Money sets up the account for you. If you have entered the account, but in a different Money file, click the **Postpone** button, and then open the Money file that contains the account.

Note: Internet-based banking/brokerage options may vary by financial institution, so contact your financial institution for details.

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Chapter 8: Using Microsoft Money with the Internet

Pay more than one bill at a time

When you pay your bills online, you may find it easier to pay them all at once. Microsoft Money 2006 allows you to pay multiple bills in one quick and easy process.

To pay multiple bills at the same time:

1. Click **Bills**.
2. In the **Pay Online** column, select the check box for each bill you want to pay (see Figure 8-2).
3. Click **Pay Online**.
4. On the **Verify payment details** page, review the information for each payment, edit as necessary, and then click **Continue**.
5. On the **Submit online payments** page, review the summary of the transactions that are ready to send.
6. To send the transactions to your bill payment service, click **Submit**.

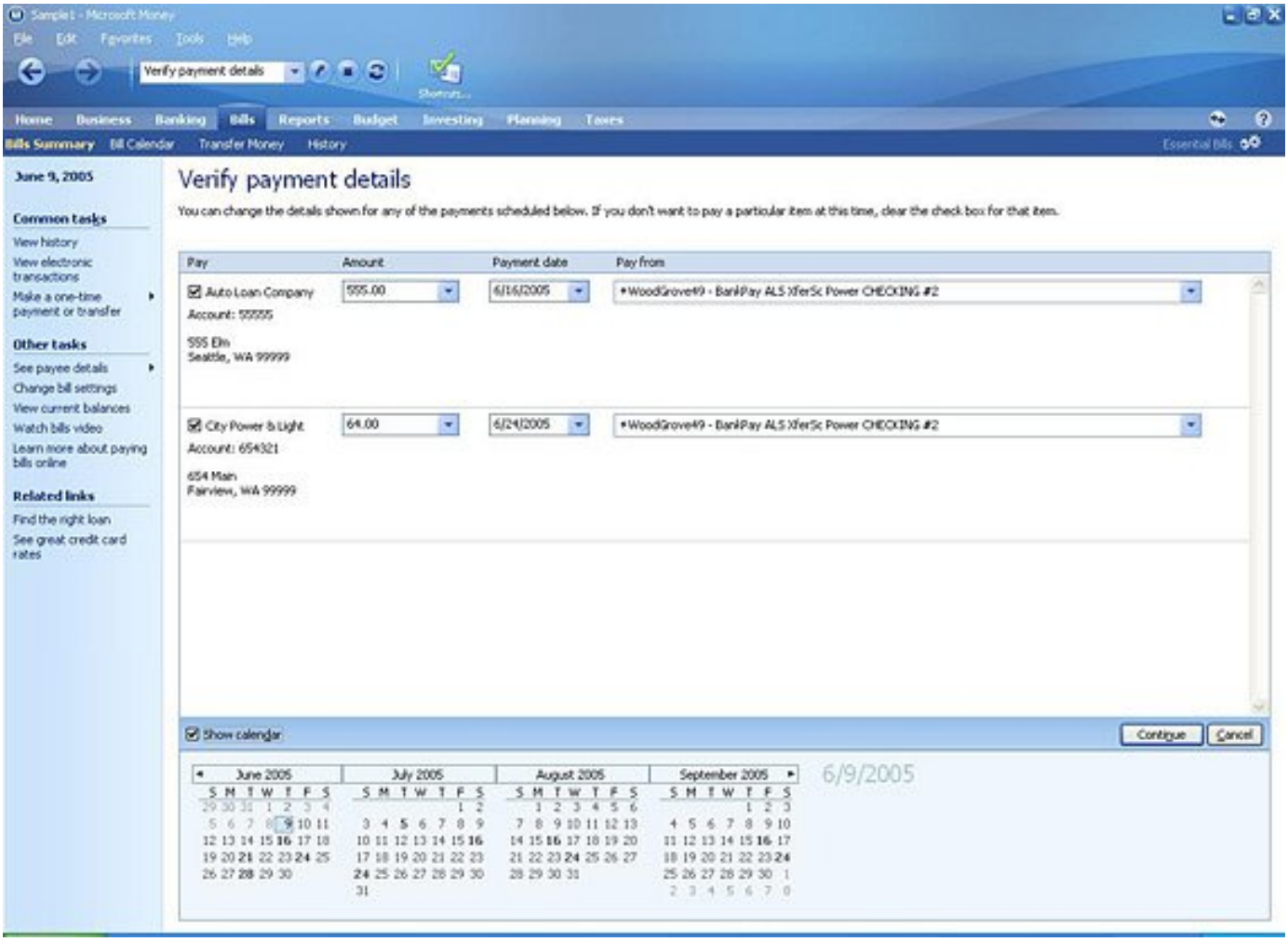

Figure 8-2: Using batch bill pay to pay more than one bill at a time

Important

To pay your bills online in Money, you must first sign up for an online bill payment service with your bank or with a bill payment service provider.

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Chapter 8: Using Microsoft Money with the Internet

Working with your finances on the Web

If you use Microsoft Money to track your finances, you can view account and portfolio information and manage your bills on the MSN Money website. To work with your bills and account information on the Web, you need to set up synchronization between Microsoft Money and MSN Money. You must do this in Microsoft Money; you cannot set up synchronization from the MSN Money website.

Before you can synchronize your Money data with MSN Money, you must first configure your Money file to access your Money data on the Web. To learn more, see About accessing your Money data on the Web.

To synchronize your Money data with MSN Money:

1. Sign in to Money using Microsoft Passport Network credentials (e-mail address and password).
2. Make sure your Money file is set up to access your Money data from any computer.
    a. On the **Tools** menu, click **Settings**.
    b. Click **Access your Money data on the Web**.
    c. If the **Access your data from any computer page** appears, follow the instructions on the screen to complete setup.
    If the **Limit your data to a single computer page** appears, your Money file is already set up for Web access.
3. On the **Tools** menu, point to **Internet Updates**, and then click **Customize Updates**.
4. Under **Automatically synchronize with MSN Money**, select the **Update Microsoft Money** check box.
5. On the **Tools** menu, point to **Internet Updates**, and then click **Update Now**.

What's next

In Chapter 9: Take Managing Your Money to New Heights with Free Financial Services, you will learn about some of the financial services included free in specific versions of Money 2006.

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Chapter 9: Take Managing Your Money to New Heights with Free Financial Services

Moneybox from Moonjar

Moneybox is a hands-on tool to teach your child about money, because it's never too early to save, spend, and share. Moneybox helps your children visualize their goals and make dreams become realities. Plus, the Moneybox inspires sharing, which can foster philanthropy that lasts a lifetime.

Microsoft Money Premium and Small Business include an offer for a free Standard Moonjar or a significant discount on the Classic Moonjar Moneybox. Shipping is included.

- **Standard Moonjar Moneybox** – Includes three boxes: one for saving, one for spending and one for sharing. It also includes a family guide, a passbook, and a colorful band to hold it all together.
- **Classic Moonjar Moneybox** – Three retro tin moneyboxes containing a family guide and passbook, with color coordinated acrylic lids and a colorful band to hold it all together.

To obtain your Moneybox:

1. On the **Tools** menu, click **Financial Services**.
2. Under **Moneybox - A great hands-on tool helping children learn about money**, click **Get Started**.

Please refer to your Microsoft Money 2006 product for full offer details.

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Chapter 9: Take Managing Your Money to New Heights with Free Financial Services

Get $25 off your purchase of Money Checks and Forms

Microsoft Money 2006 Premium and Small Business include a $25 credit towards your first purchase of Money checks and forms from Deluxe Corporation. Deluxe features the widest selection of check colors and styles available and they are guaranteed to be 100% compatible with Microsoft Money. You can print checks with your laser jet or ink jet printer using Microsoft Money. Printing checks saves time, helps reduce errors, and eliminates the effort of filling out duplicated information on a check by hand.

To obtain your $25 credit:

1. On the **Tools** menu, click **Financial Services**.
2. Under **Order from Deluxe today**, make a note of the special offer code.
3. Click **Get Started** or call 1-800-432-1285.

Please refer to your Microsoft Money 2006 product for full offer details.

What's next

At this point, your Money file is probably packed with critical financial information. In Chapter 10: Anywhere, Anytime Access to your Money Data, you learn how to take this information with you so that you can enter transactions, review your portfolio, and check your account balances from anywhere in the world.

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Chapter 10: Anytime, Anywhere Access to Your Money Data

Connect to Microsoft Money on your desktop

If you have a Pocket PC device and you have Microsoft Money 2006 on your desktop or laptop computer, you can use Microsoft Money for Windows Mobile-based Pocket PC. You can synchronize Microsoft Money for the Pocket PC with the Money file on your computer, and then take your financial data wherever you go. You can also enter transactions on your Pocket PC, and when you synchronize again, it will update the Money file on your computer.

If you already have Microsoft Money for Windows Mobile-based Pocket PC installed on your device, you may need to download an update for it to work correctly with Money 2006.

1. Make sure you are running the latest version of Pocket PC operating system software. For more information, check with your device manufacturer.
2. Go to the Pocket PC website to find the latest version of Microsoft ActiveSync.
3. In Microsoft Money, select **Money for Pocket PC** from the **Tools** menu.
4. Follow the instructions on the screen.

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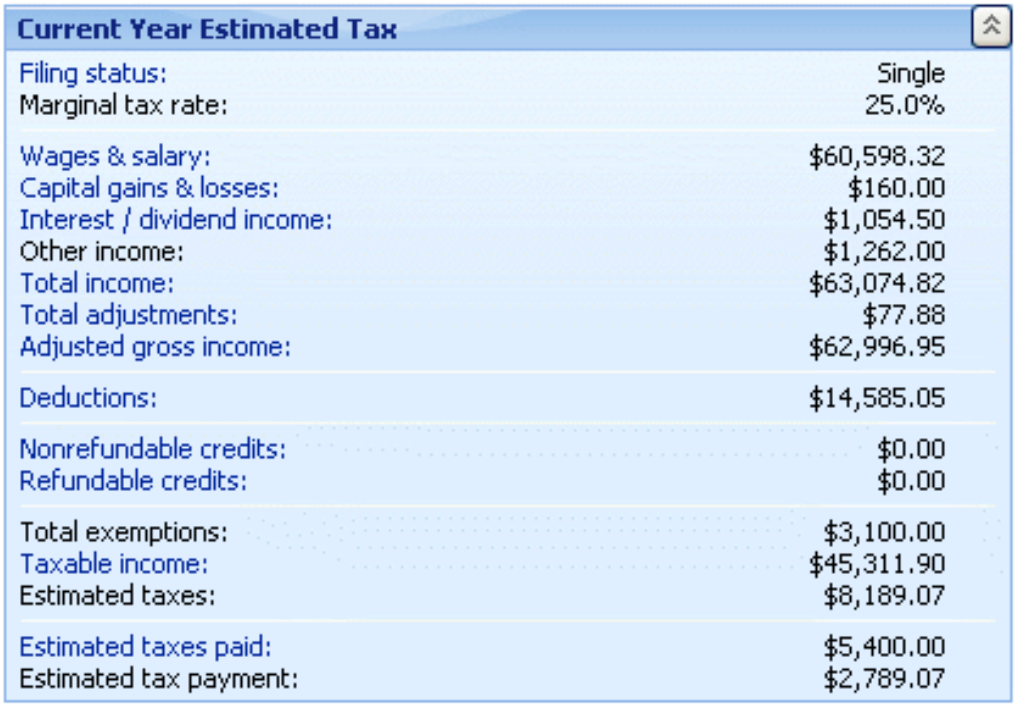
Chapter 11: Planning for Taxes

Displaying your tax estimate on the Money home page

Now that you have used the Tax Estimator, you may want to display the results on your Money home page, as shown in Figure 11-4. Although you can always view the results by selecting Tax in the Choose a view list, you can easily add it to any home page view. This offering is available with Microsoft Money 2006 Deluxe, Premium and Small Business.

1. Click **Home**, and then click **Customize Content or Layout**.
2. Under **Available**, scroll down to the **Estimated Taxes** item, and then select it.
3. To move the item over to the Displayed window, click **Add**.
4. To save your changes, click **Done**.



Current Year Estimated Tax

Filing status:	Single
Marginal tax rate:	25.0%
Wages & salary:	$60,598.32
Capital gains & losses:	$160.00
Interest / dividend income:	$1,054.50
Other income:	$1,262.00
Total income:	$63,074.82
Total adjustments:	$77.88
Adjusted gross income:	$62,996.95
Deductions:	$14,585.05
Nonrefundable credits:	$0.00
Refundable credits:	$0.00
Total exemptions:	$3,100.00
Taxable income:	$45,311.90
Estimated taxes:	$8,189.07
Estimated taxes paid:	$5,400.00
Estimated tax payment:	$2,789.07

Figure 11-4: Current Year Estimated Tax home page item

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Chapter 12: Managing and Tracking Your Investments

The Exchange-Traded Funds center

The new Exchange-Traded Funds center in Money 2006 provides ETF quotes, news, SEC filings, and more are at your fingertips.

To visit the Exchange-Traded Funds center:

1. Click **Investing**, and then click **ETFs**.

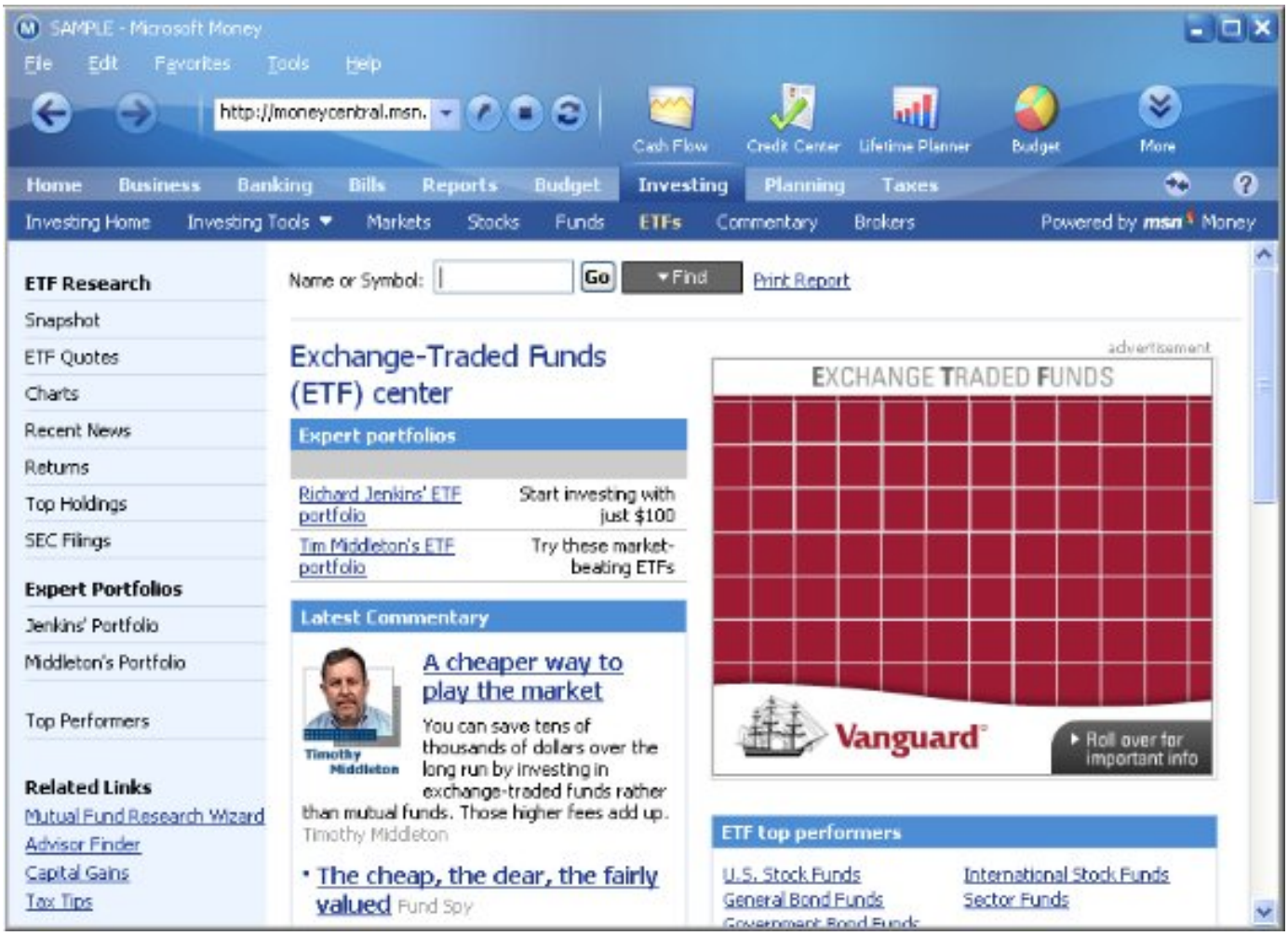

Figure 12-4: Exchange-Traded Funds center

The Exchange-Traded Funds center (Figure 12-1) features a list of the top ETFs, sample ETF portfolios from investment experts, and related news articles. In the left pane, there are links to research tools and detailed information on Exchange-Traded Funds.

Tip

To find out what ETFs are all about, click the **What are ETFs?** link on the Exchange-Traded Funds center home page.

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Chapter 12: Managing and Tracking Your Investments

Work with an individual investment

With your investment accounts now in place, you are ready to add individual investments. Transactions such as buys, sells, splits, and options can be manually entered for an investment or, if your brokerage firm supports online banking, you can download this information directly into Money.

To set up an investment:

1. Click **Investing**.
2. Click **Investing Tools**, and then click **Portfolio Manager**.
3. In the left pane, point to **Work with investments**, and then click **Set up a new investment**.
4. In the New Investment Wizard, select the account where the investment will be held or enter a new name, and then click **Next**.
5. Type the name of the investment, and then click **Next**.
6. Follow the instructions on the screen until you finish setting up the new investment.

Tip
When you set up each investment, enter the stock price, quantity, and date. Although they are not required fields, providing this information helps Money estimate your actual gains or losses for each investment.

The investment appears under the account in which it is held. You can add transactions to the investment to keep the investment holdings current and record special activities like a transfer, stock split, spin-off, or company merger.

To enter a purchase, sale, or transfer of an investment or stock option:

1. Click **Investing**.
2. Click **Investing Tools**, and then click **Portfolio Manager**.
3. Click the plus sign (+) next to an investment to open it.
4. Click **New**.
5. In the transaction window, click the **Activity** box, and then select the type of transaction you are recording. Fill in all of the other fields in the window by entering the complete details of the transaction.
6. To save your changes, click **OK**.

Tip

When you enter the quantity, price, commission, and total of a transaction, Money can help you check the calculations to check for errors. Fill in three of the fields, and then press the TAB key while in the third field to calculate the figure for the fourth field. Once calculated, the fourth field should match your investment's paper statement.

To enter a transfer, stock split, spin-off, or company merger:

1. Click **Investing**.
2. Click **Investing Tools**, and then click **Portfolio Manager**.
3. In the left pane, point to **Record a special activity**, and then click the item you want to enter.
4. Follow the instructions on the screen.

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Chapter 12: Managing and Tracking Your Investments

Reviewing investment performance

Microsoft Money maintains very detailed data on each of your investments. In the Portfolio Manager, under **Other Tasks**, click **Analyze my portfolio**, and then select one the options to reveal research, reports, and links for your publicly traded investments. The **Historical charting** screen (shown in Figure 12-6) allows you compare the performance of your investments and popular stock indices on one chart.

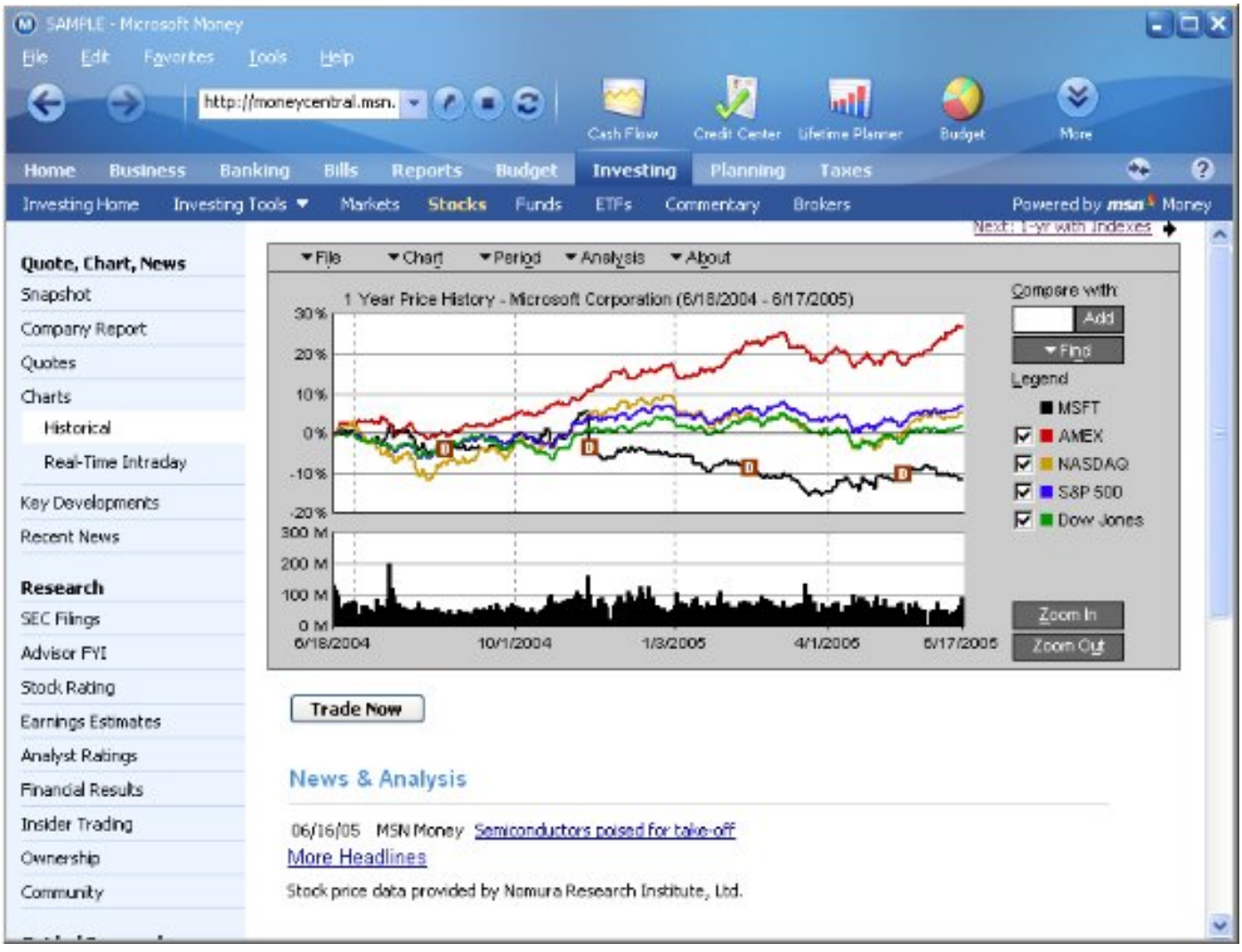

Figure 12-6: Money Stock Price History screen

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Chapter 15: Managing Your Money File

Backing up to CD

Copying your Money file to a CD is an excellent way to to help protect your financial information. Microsoft Money 2006 makes it easy to do.

Important
This manual assumes you are using Windows XP, which includes the ability to save information to a CD in the operating system. If you are using a different operating system, you must install separate CD burning software (like Nero 6.0 or Roxio's RecordNow! software). Please consult your CD burning software on how to create a data CD and then begin the instructions below at step 4.

To back up your data to CD:

1. Insert a blank CD into your computer's CD drive.
2. When the Windows XP Blank CD Wizard appears, select **Open writable CD folder using Windows Explorer**, and then click **OK**.
3. Minimize the CD folder that pops up and return to Microsoft Money.
4. On the **File** menu, click **Back up**. The **Back Up Your Money File** dialog box appears (Figure 15-2).
5. Click the arrow in the **Look in** field, and then select your CD drive.
6. To back up the data to the CD, click **Save**.
7. Maximize the CD folder by clicking it in the Windows Taskbar at the bottom of the screen.
8. In the left pane, click **Write these files to CD**, and then complete the steps to burn the CD.
9. Remove the CD from the drive and store it in a secure location away from your computer.

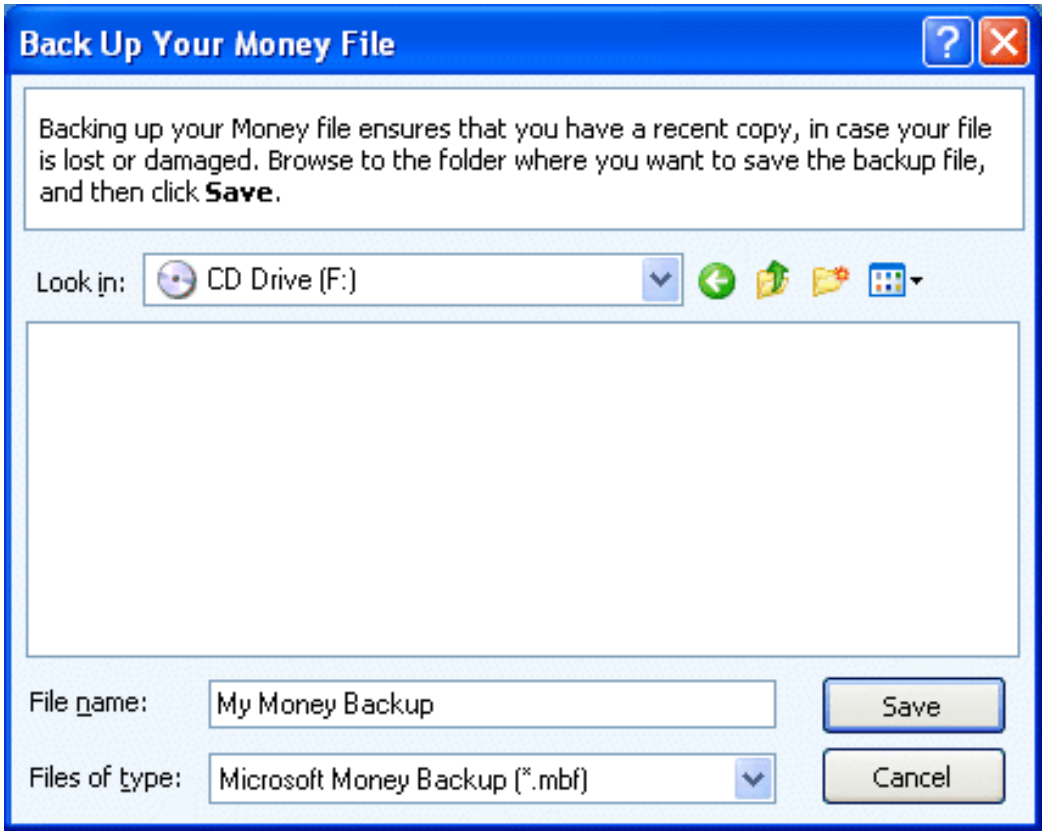
Back Up Your Money File
Backing up your Money file ensures that you have a recent copy, in case your file is lost or damaged. Browse to the folder where you want to save the backup file, and then click Save.
Look in:
CD Drive (F:)
File name:
My Money Backup
Save
Files of type:
Microsoft Money Backup (*.mbf)
Cancel

Figure 15-2: Backing up your Money file

Continue >>

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Chapter 15: Managing Your Money File

Setting a backup reminder

You should periodically create a backup of your Money file. By default, Money prompts you to back up to a floppy disk every 14 days, but you may prefer more or less frequent backups depending on how often you use the software. In setting up the backup options, you can specify alternate locations where you would like Money to save your backup files.

To reconfigure the backup options:

1. On the **Tools** menu, click **Settings**.
2. Select **Backup** options (Figure 15-2).
3. Modify the options to suit your needs for automatically creating a copy of your Money file.
4. When you are finished, click **OK**.

Tip
You can back up your Money file to an alternate hard drive, network drive, floppy disk, or even removable media like ZIP disks or writable CDs. In the **Save in** field, specify the drive letter for the location where you want to save the file. If it is a removable media drive, click **Prompt me before backing up each time** to get a warning before Money copies the file, so you can be sure there is a disk in the drive.

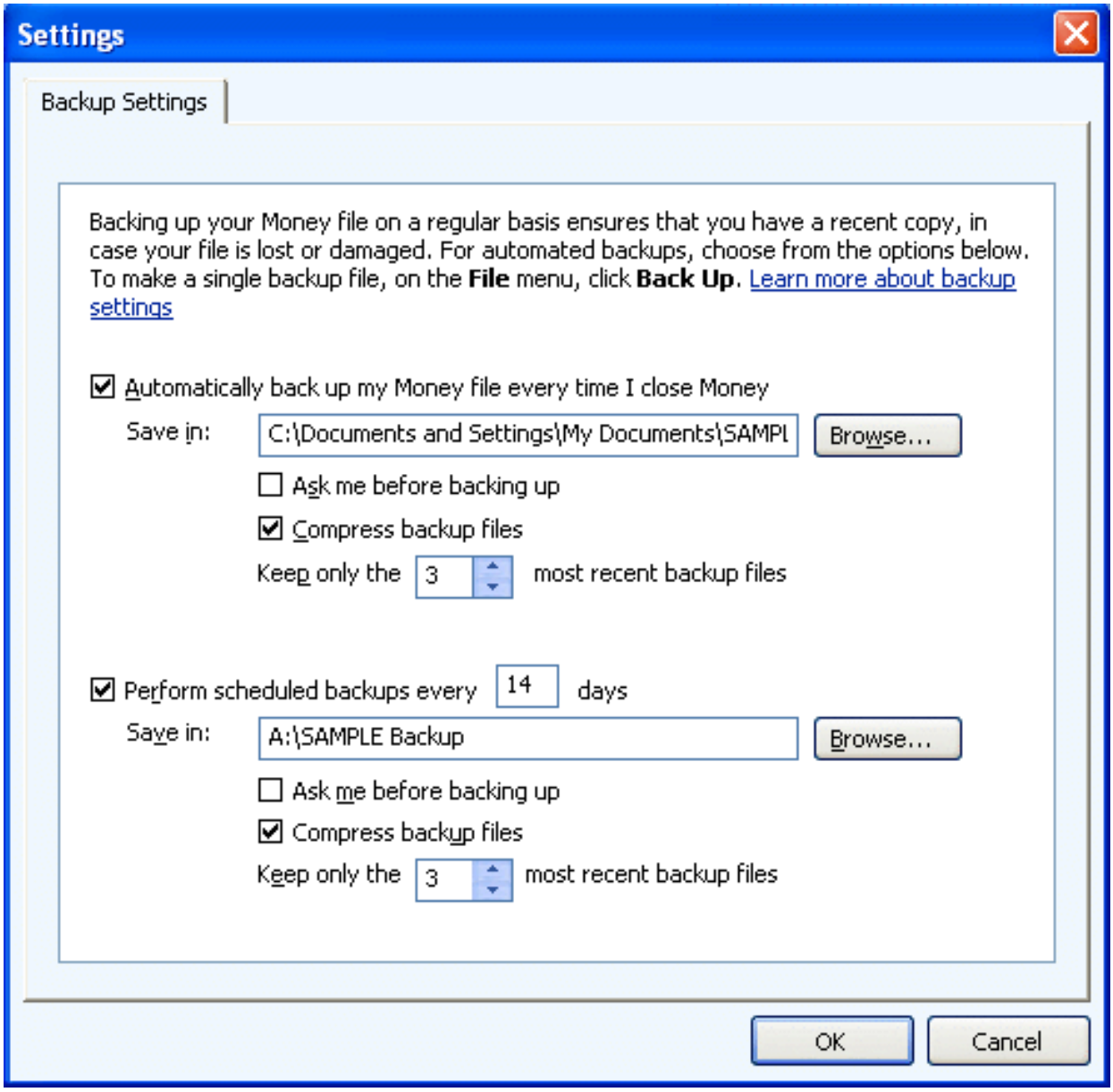
Settings
Backup Settings
Backing up your Money file on a regular basis ensures that you have a recent copy, in case your file is lost or damaged. For automated backups, choose from the options below. To make a single backup file, on the File menu, click Back Up. Learn more about backup settings
Automatically back up my Money file every time I close Money
Save in:
C:\Documents and Settings\My Documents\SAMPL
Browse...
Ask me before backing up
Compress backup files
Keep only the 3 most recent backup files
Perform scheduled backups every 14 days
Save in:
A:\SAMPLE Backup
Browse...
Ask me before backing up
Compress backup files
Keep only the 3 most recent backup files
OK
Cancel

Figure 15-3: Setting custom backup options in Money

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Chapter 15: Managing Your Money File

Sharing your Money file or create an additional Money file

It's a good idea to enter all of your accounts into a single Money file. Having all of your accounts—and those of other family members—together will help you by providing more accurate information for planning and reports. With Microsoft Money 2006, you can share your file with other users so that you can both access the same financial information, work with budgets and pay bills online.

When you're ready to share your Money file with someone else, both you and the new account member must sign in to Money using your Microsoft Passport Network credentials (e-mail address and password) during setup.

To help provide extra security to your Money file, you may be asked to re-enter your e-mail address and password during the setup process. To share your Money file with another person:

1. On the **Tools** menu, click **Settings.**
2. Click **Sharing settings**.
3. Click **Next**.
4. In the **Share with** box, type the e-mail address of the person you want to share your Money file with, and then click **Share**.
5. If you have not added your Passport Network credentials to your Money file, complete the registration process.
6. If you have not set up your Money file to synchronize your data from any computer, complete the process to do so.
7. When prompted, enter your Passport Network security key. If you don't have a security key, you'll be prompted to create one.
8. Confirm the address of the person you want to share with, select the **Yes, I agree to share** check box, and then click **Next**.
9. In the **Password** box, have the person who will share your file type his or her Passport Network credentials, and then click **Next**.
10. To return to the **Manage Sharing** page, click **OK**.
11. When you are finished adding new members, click **Done**.

You can maintain separate Money files to keep unrelated accounts separate. For example, you may want track accounts for yourself in one Money file and accounts for a dependent in another Money file. Information is not shared between Money files—the reports and charts only reflect the information for the file that is currently open.

If you have several accounts for yourself, including business accounts and personal accounts, you can easily track all of these accounts in one Money file by using categories and classifications.

To create a new Money file to track a set of separate finances:

1. On the **File** menu, click **New**, and then click **New File**.
2. In the **Save in** box, select the directory where you want to save the new file.
3. In the **File name** box, type a name for the new file. Money automatically adds the file name extension .mny.
4. Click **OK**.

Tip

You can quickly switch between different Money files. Money lists the names of the last four Money files that you have opened at the bottom of the **File** menu. Click **File** and select the file from the list, or press the corresponding number next to the file name on your keyboard. Money will close the current Money file and open the new one.

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Step-by-Step Tutorials

These tutorials provide detailed instructions on setting up and using key sections of Microsoft Money. Designed to guide you using screenshots and detailed information on each step, Step-by-Step tutorials can be used together with the Microsoft Money application. Compare the information in the screenshots to the information you enter, and use the comments in each section to aid you. Because each example in this section stops at every step, you can use these tutorials at your own pace.

A. Convert your Quicken File

B. Set up an account for online downloads

C. Print checks in Money

D. Get out of debt with the Debt Reduction Planner

E. Meet your financial goals with the Lifetime Planner

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Step-by-Step A: Convert your Quicken® file

Step 3: Maintaining your budget

Money has now created a backup of your original Quicken® data. Because Money supports a single budget, if you have created more than one in Quicken, you must specify which budget from Quicken you would like to use with Money.

I have more than one budget in Quicken and would like to specify which one to use

I have only one budget in Quicken

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Step-by-Step A: Convert your Quicken® file

Step 2: Locate your Quicken® file

1. On the **File** menu, click **Convert Quicken File**.
2. Open the folder that contains your Quicken data (Figure A-2).
3. Double-click on the .qdb, .qdt or .qdf file you would like to import into Money.

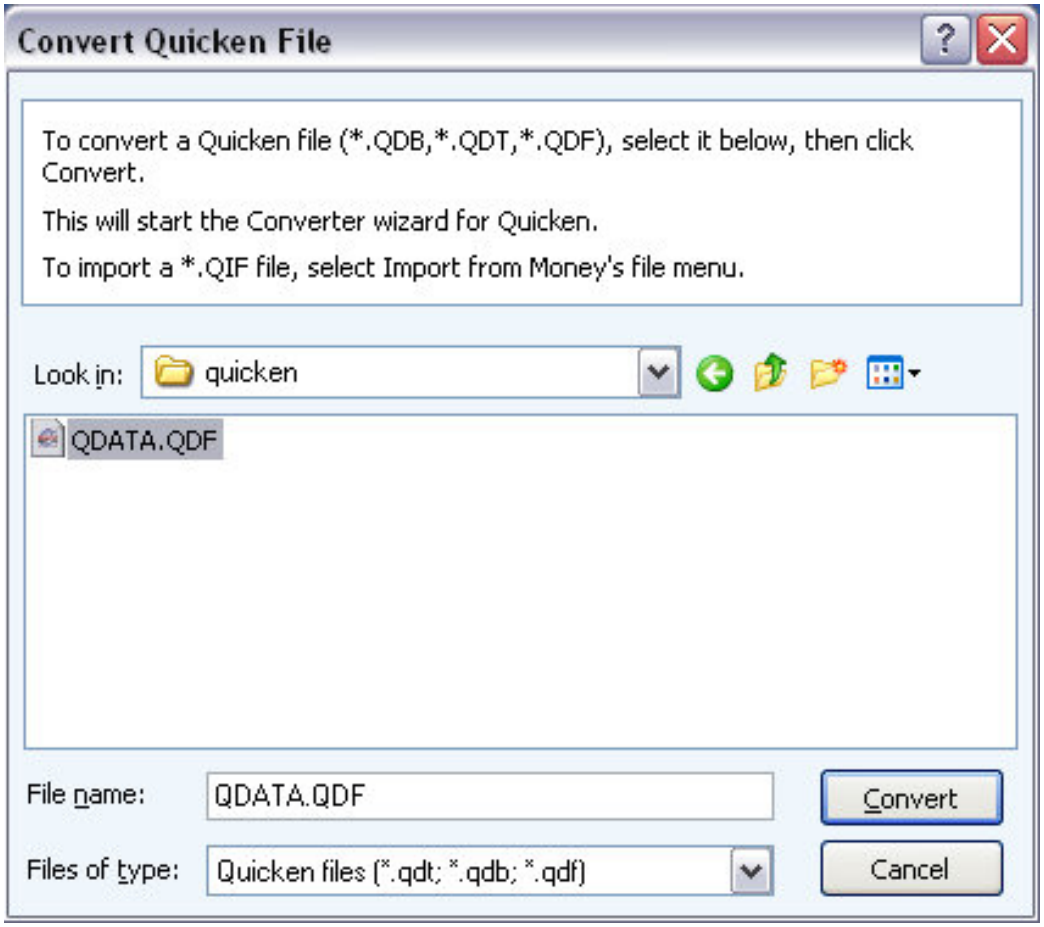

Figure A-2: Selecting your Quicken file

Continue on to the next step

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Step-by-Step B: **Set up an account for online downloads**

Step 3: Account information

1. Enter your User ID and PIN.
2. If you want to save your PIN, select the **Remember my PIN** option. This way, you will not have to reenter it whenever you start an online update.
3. Click **Next**.

Important
Because each financial institution is different, the exact information required and the screens that appear may differ slightly from these examples. If you experience any difficulties, contact your financial institution for help.

Continue to the next step

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Step-by-Step B: **Set up an account for online downloads**

Step 2: When an account is not on the list

If your bank does not appear on the list, it may not support online banking. Update Microsoft Money to learn if your bank has been recently added.

1. On the **Tools** menu, point to **Internet Updates**, and then click **Update Now**.
2. Make sure that the **Get the latest Money updates** option is selected, and then click **Connect**.
3. To see if your financial institution supports online banking, repeat step 1.

Return to step 1 to check again for my bank

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Step-by-Step C: Print checks in Money

Step 2: Setting up Money checks

Before you print checks, you need to tell Money which style of check you are using so that the software can format the information to print in the correct position on each check.

1. On the **File** menu, select **Print Setup**, and then click **Check Setup**.
2. In the **Printer** field, select the device you want to use to print your checks.
3. In the **Type** box, choose the style of check you have purchased for use with Money.
4. Click **OK**.

Important
Standard, Voucher, and Wallet checks are not the same as the laser alternatives. Check options with the "Laser" designation are designed to be used with a laser printer. Choose a Laser-type check only if you are printing from a laser or ink-jet printer. If you print from a dot-matrix or other continuous-feed printer, use the non-Laser choices in the **Type** box.

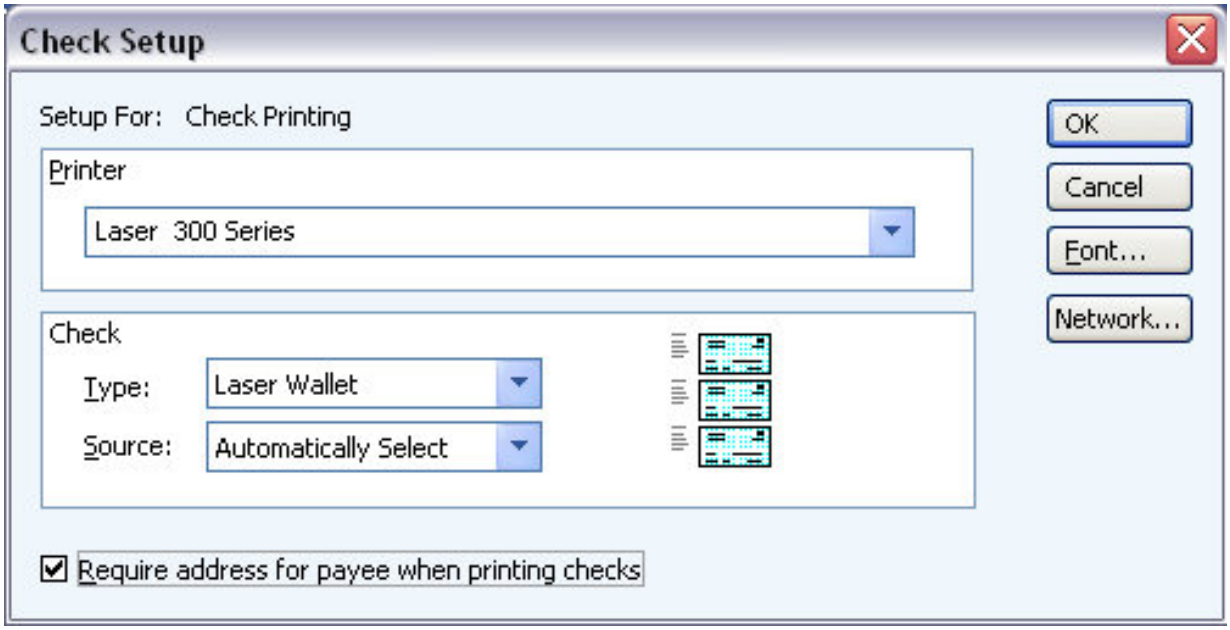

Figure C-2: Setting up the options for printing checks

I want to perform a test printout before I print my checks

I want to print my checks

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Step-by-Step C: Print checks in Money

Step 3: Setting up Quicken checks

Before you print checks, you indicate on the Money screens that you are using Quicken checks and select which style of check you are using. This enables the Money software to format the information and print it in the correct position on each check.

1. On the **Tools** menu, click **Settings**.
2. Click **Print Checks**.
3. Under **Printing Checks**, select the **Use my existing checks from Quicken** check box, and then click **OK**.
4. On the **File** menu, select **Print Setup**, and then click **Check Setup**.
5. In the **Printer** field, select the device you want to use to print your checks.
6. In the **Type** box, click the appropriate check style (see Figure C-3), and then click **OK**.

Important
Standard, Voucher, and Wallet checks are not the same as the Laser alternatives. Check options with the "Laser" designation are designed to be used with a laser printer. Choose a Laser-type check only if you are printing from a laser or ink-jet printer. If you print from a dot-matrix or other continuous-feed printer, use the non-Laser choices in the **Type** box.

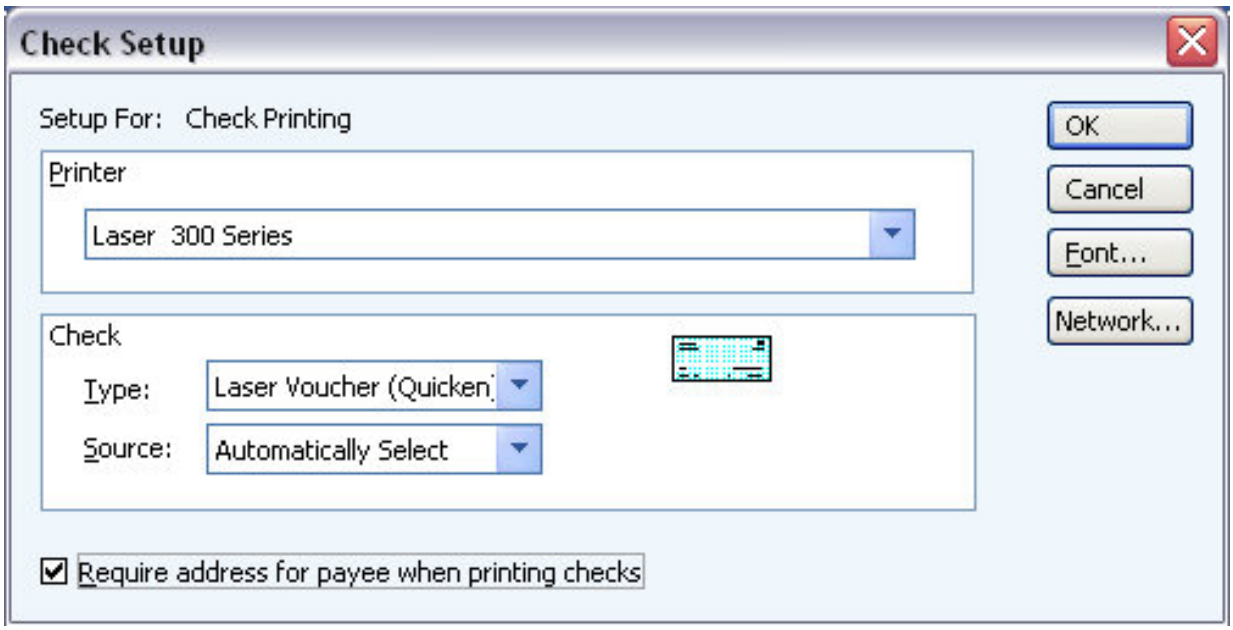

Figure C-3: Selecting a Quicken check style in the Check Setup window

I want to insert a sheet of checks and perform a test printout

I want to print my checks.

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Step-by-Step D: Get out of debt with the Debt Reduction Planner

Step 2: Selecting debt accounts

The debt reduction planner displays a list of the credit cards, loans, lines of credit, mortgage and other liability accounts that you have previously entered into Money. You can move accounts into and out of your debt plan to decide which outstanding balances you want to include in your debt reduction strategy.

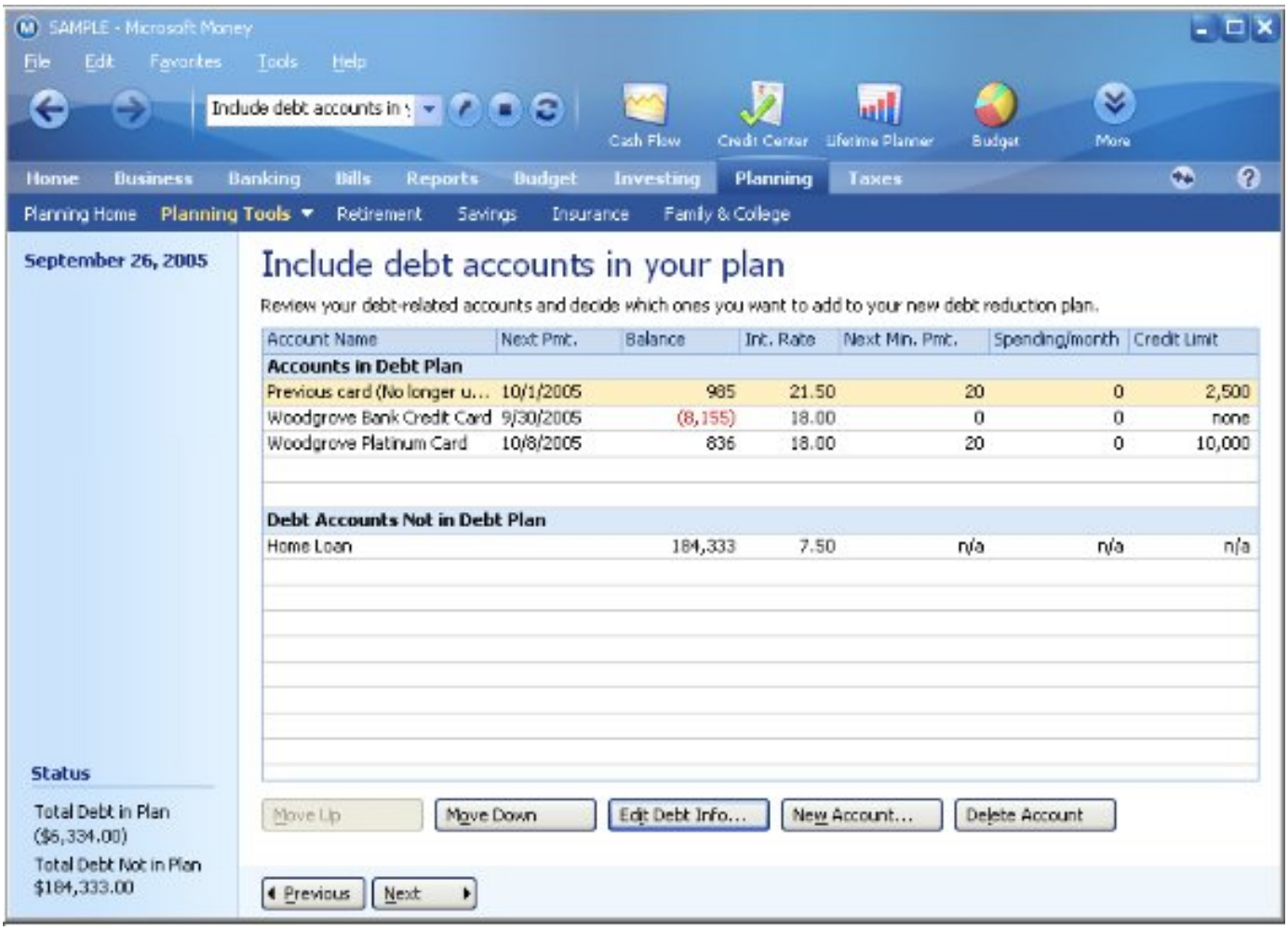
SAMPLE - Microsoft Money
File Edit Favorites Tools Help
Include debt accounts in
Cash Flow
Credit Center
Lifetime Planner
Budget
More
Home Business Banking Bills Reports Budget Investing Planning Taxes
Planning Home Planning Tools Retirement Savings Insurance Family & College
September 26, 2005
Include debt accounts in your plan
Review your debt-related accounts and decide which ones you want to add to your new debt reduction plan.
Account Name | Next Pmt. | Balance | Int. Rate | Next Min. Pmt. | Spending/month | Credit Limit
Accounts in Debt Plan
Previous card (No longer u... | 10/1/2005 | 985 | 21.50 | 20 | 0 | 2,500
Woodgrove Bank Credit Card | 9/30/2005 | (8,155) | 18.00 | 0 | 0 | none
Woodgrove Platinum Card | 10/8/2005 | 836 | 18.00 | 20 | 0 | 10,000
Debt Accounts Not in Debt Plan
Home Loan | 184,333 | 7.50 | n/a | n/a | n/a
Move Up
Move Down
Edit Debt Info...
New Account...
Delete Account
Previous
Next
Status
Total Debt in Plan ($6,334.00)
Total Debt Not in Plan $184,333.00

Figure D-2: Moving accounts into your debt plan

1. To add an account to your debt plan, select it, and then click **Move up**.
2. To remove an account from the plan, select it, and then click **Move down**.
3. To add an account that does not appear on this screen, click **New Account**. Enter the complete details for the account so that they are available on your Accounts screen, as well as in the Debt Reduction Planner.

I want to set up my plan by defining a date to be debt free.

I want to set up my plan by entering the amount I can pay each month toward my debts.

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Step-by-Step E: Help meet your financial goals with the Lifetime Planner

Step 2: About you

On the **Tell us about yourself** page, Money collects general information about you as well as your partner and dependents, if applicable. Fill out the information as thoroughly as possible to ensure the most accurate results. If you are planning to have a child in the future, or if you have an elderly dependent, you can enter them in the **Children and/or dependents** section. When you have finished, click **Next**.

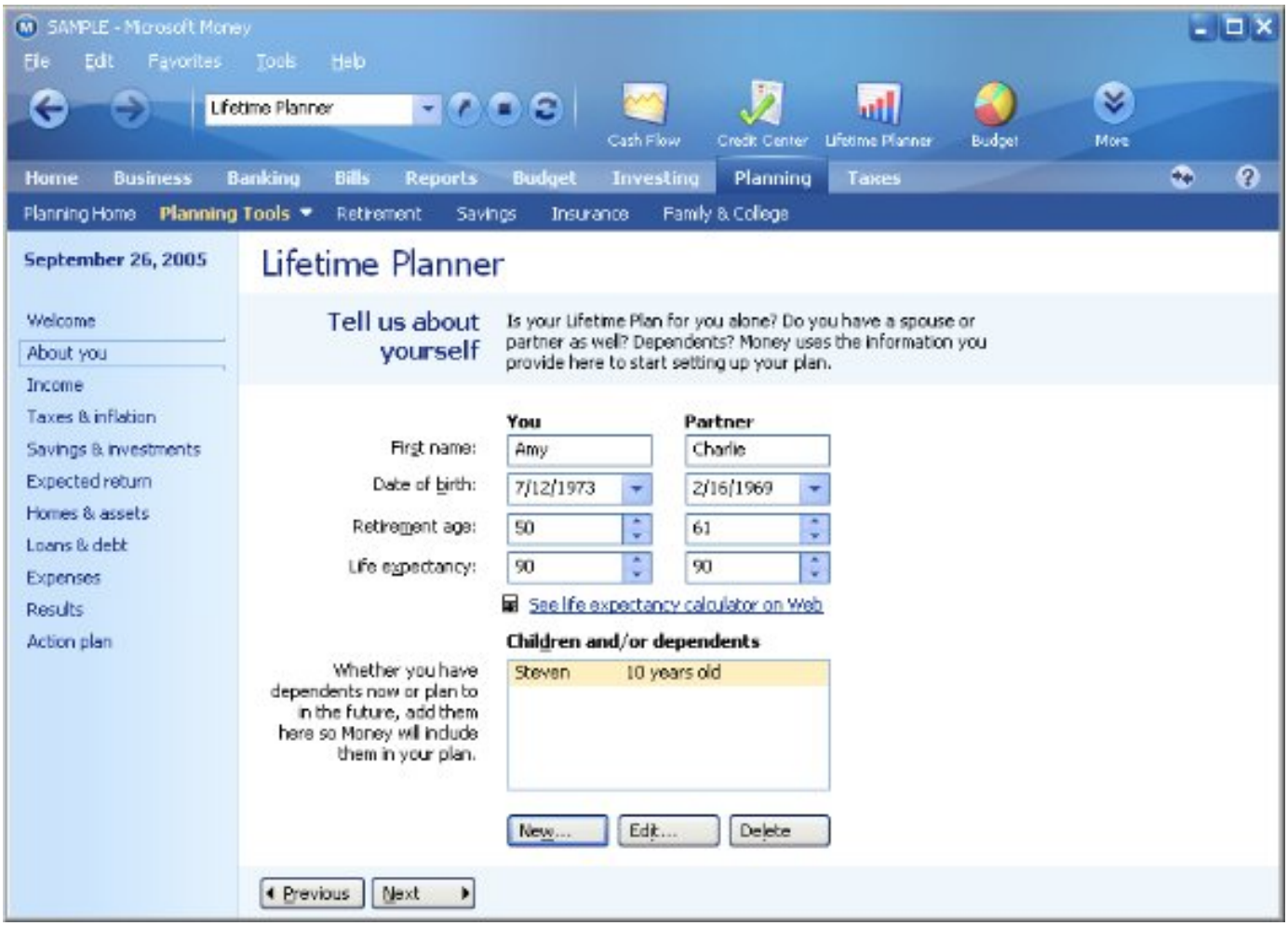

Figure E-1: Entering your personal information into the Lifetime Planner

I want to enter a child

I want to enter multiple children

I want to enter a child I am planning to have in the future

I want to enter an elderly dependent whom I currently provide care for, or plan to in the future

I do not have or plan to have any dependents

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